

SUMMER CAMP COORDINATOR



Reports To: Recreation Director

FLSA Status: Non-Exempt

Job Type: Seasonal

General Function:

The Summer Camp Coordinator is responsible for the day-to-day coordination and supervision of camp activities, camp staff, and campers to ensure a safe, engaging, and enriching camp experience. This role involves planning programming, managing staff schedules, handling camper needs, and ensuring that camp operations align with the organization's mission and safety standards. The Summer Camp Coordinator is responsible for the direct supervision of Summer Camp Counselors and day-to-day operations of summer camp. Duties are performed under the direction of the Recreation Director. Serves as an integral part of the Summer Camp Leadership Team.

Essential Functions:

Attendance: punctual and regular attendance required.

Program Coordination: Develop, implement, and oversee daily camp schedules and activities. Ensure that all programs are age-appropriate, engaging, and aligned with camp goals. Coordinate special events, field trips, and theme days. Must assist the Recreation Director in post camp evaluation of the program.

Staff Supervision: Train, schedule, and supervise camp counselors and support staff. Serve as a point of contact and support for staff during camp operations. Conduct performance evaluations of camp staff and provide feedback. Provide leadership at camp to ensure a high-quality program and camper experience. Responsible for training camp counselors and organizing camp orientation as needed. Responsible for enforcement of camp staff policy and procedures.

Camper Safety and Engagement: Maintain a safe and positive environment for all campers. Respond promptly to camper needs, conflicts, and behavioral issues. Oversee/manage camper discipline following camp policies. Communicate effectively with parents or guardians as needed. Personal interaction with campers and parents is required daily. Must be able to communicate clearly with campers, parents, and staff members.

Administrative Duties: Maintain accurate records including attendance, incident reports, and activity logs. Order and manage supplies and equipment for daily activities. Assist with registration, check-in/out procedures, and camp communication.

Other Duties: Must maintain good working relationships with all City employees, pool staff, the public, parents, and campers. Must set a good example for campers by encouraging respect for others, their personal property, camp equipment, and City facilities.

Equipment Used:

Computer, tablet, calculator, copy machine, cell phone, telephone, and a variety of miscellaneous office equipment, and software packages.

Minimum Requirements for Entry to Position: Must have at least 3 years of experience working in youth programs. High school diploma or equivalent, prefer college graduate or working towards a bachelor's degree in recreation administration, education, or a related field. Teaching experience or experience working with youth camps preferred; excellent communication and interpersonal skills, public relations, organization, and planning skills; general knowledge of camp administration and recreational programming. Knowledge of

necessary safety protocols to ensure a safe environment for campers, employees, parents, and the public. Must have the ability to understand and follow oral and written instructions. A valid driver's license is required. Must be available for the entire camp season, including training and wrap-up.

Special Requirements: Ability to work outside the normal 8 am to 5 pm workday, and to work various shifts as necessary. Current CPR/AED certification (or willingness to obtain).

Physical Requirements: Ability to move from one place to another both inside and outside the Recreation Center and Aquatics Facility; ability to communicate effectively with campers and staff and to listen and understand to what they are saying, ability to lift and transport items up to 20 pounds from one area to another. Ability to remain in a stationary position for extended periods of time while working on a computer.

Pay Range:

\$18.00-22.00 per hour

About the City of Wyoming:

The City of Wyoming is a welcoming, safe, and diverse community for its residents and its visitors. Its small-town charm offers opportunities to interact with neighbors, strengthen friendships, and cultivate new ones. The City of Wyoming actively encourages equal opportunity for all its citizens. Its employees operate within a culture of inclusion. Wyoming implements policies that enhance public trust, pedestrian-scale redevelopment, sustainability, waste reduction, and the preservation and health of the natural environment. The City of Wyoming promotes sound economic and financial planning practices to protect its good fiscal health, and it proactively responds to new economic, environmental, and social opportunities.

Working in the City of Wyoming is a great opportunity for anyone looking to make an impact in local government. The city provides a great support structure to its employees including its benefit packages, access to resources, and an environment that fosters innovation and creative thinking. Wyoming residents are invested in the operations of their local government and are eager to work with staff to continually improve service delivery. Working in a smaller organization fosters a sense of family among its employees. Employees are given opportunities to learn and expand their skill sets, including opportunities for training, tuition reimbursement programs, and memberships to professional organizations.

The City of Wyoming is proud to be an Equal Employment Opportunity Employer.

Approved: _____ Date _____
City Manager

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.