



Job Description: Camp Director Hurley Recreation Association

Job Summary: The Hurley Recreation Association is seeking an energetic and fun-loving Camp Director for Summer 2021. This individual will be responsible for planning, organizing, and running the camp programs at the Hurley Rec. The Camp Director will be expected to promote a positive environment that meets the social, emotional, and developmental needs of guests while making safety a priority. The position is seasonal and requires a commitment to work the full duration of the summer camp, in addition to mandatory staff training.

Essential Job Functions:

- Organizes and schedules training for the camp staff
- Assists in developing and maintaining camp schedules
- Requests and orders supply
- May act as liaison to parents and community
- Maintains and files necessary records and paperwork
- Manage COVID related regulations.
- May handle discipline of staff
- Provide knowledge of emergency first-aid practices and procedures
- Provide for a fun, kid friendly atmosphere.

Qualifications:

- Must be at least 21 years old and have at least two years of recreation/camp experience and or related education
- Knowledge of fundamental recreational techniques and common practices needed to assist in the organization and conduct of recreational activities
- Ability to organize and maintain camp records
- Ability to work with people of different age groups and backgrounds
- Ability to follow detailed oral and written instructions
- Ability to multi-task and function well under stress
- Personal characteristics necessary to perform the duties of the position
- CPR and First Aid Certifications required
- Lifeguard Certification a plus
- Subject to child safety background check.



Other:

- Position is rain or shine

Compensation: Hourly

Job Type: Seasonal / Temporary

Reports to: Hurley Recreation Association Board of Directors - Camp Coordinator

Experience:

- Understanding of UC Summer Camp Regulations
- Camp, childcare, or education related

License:

- CPR/ First Aid Certification (Required)
- (EPI Pen)

Submit resume and letter of interest by April 1, 2021 to:

- hurleyrec.org
- [Google forms](#)