



Job Description: Camp Director - Hurley Recreation Association

Job Summary: The Hurley Recreation Association is seeking an energetic and fun-loving Camp Director. This individual will be responsible for planning, organizing, and running the summer day camp program at the Hurley Rec. The Camp Director will be expected to promote a positive environment that meets the social, emotional, and developmental needs of campers 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:

- Provide a fun, kid friendly atmosphere for campers between the ages of 5 and 14
- Assists in developing and responsible for managing the daily camp schedule
- Organizes and schedules ongoing training for the camp staff
- Responsible for managing camp staff including feedback about performance, both negative and positive
- Responsible for inventory of camp supplies including activity supplies and camp lunches
- Requests supplies and equipment as needed
- Able to communicate with guardians and parents
- Communicate and collaborate with Park Director, Board Members, and other management personnel
- Maintains and files necessary records and paperwork
- Manage any COVID related regulations
- Working knowledge of emergency first-aid practices and procedures

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, First Aid, and EpiPen Certifications required



- Lifeguard Certification a plus
- Employment subject to background check.

Other:

- Position is rain or shine

Compensation: Hourly

Job Type: Seasonal / Temporary

Reports to: Hurley Recreation Association Board of Directors

Experience:

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

Required Certifications:

- CPR/First Aid Certification
- EpiPen Certification