

SEASONAL EMPLOYMENT



CAMP COORDINATOR

Centre Region Parks and Recreation (CRPR), an Agency of the Centre Region Council of Governments (COG), is currently recruiting a seasonal **Camp Coordinator**, which will primarily work at the State College Area School District Park Forest Middle School, in State College. This position works within the Programming division of Centre Region Parks and Recreation.



We are searching for a Camp Coordinator with superb leadership skills, creativity, good attention to detail, and enthusiasm. The job description follows this summary. This is a 40-hour/week position, typically Monday-Friday, June 17-August 9, 2024. At times, there will be additional hours to staff Rec On the Go Rentals. Two (2) additional days are required for training, prior to June 17, 2024. Dates/times will be provided in advance for rentals and training. Schedules ensure adequate camper-staff ratios during camp hours.

There is an hourly rate of **\$16-\$17 per hour**. This is a non-benefited, seasonal position. The age minimum for a Camp Coordinator is 21 years of age. Employment is contingent upon compliance with the CRPR Agency's "Child Safety Policy" regarding certifications, criminal background checks, and child abuse clearance.

To apply, please download and complete the CRPR Application by visiting the Agency's website at www.crpr.org/employment; then, email to crpr@crcog.net or mail your application to the CRPR Address: 2040 Sandy Drive, Suite A, State College, PA 16803. Note the position you are applying for on your application. Applications will be accepted until the position is filled. Returning employees must also re-apply for seasonal work each year. Equal opportunity employer. For a list of other open positions within Centre Region Council of Governments, visit www.crcog.net/employment.





CENTRE REGION COUNCIL OF GOVERNMENTS

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CAMP COORDINATOR JOB DESCRIPTION

Job Title:	Camp Coordinator	Status:	Seasonal (8-9 weeks)
Department:	Parks and Recreation	Classification:	Non-Exempt
Reports To:	Recreation Supervisor	Grade:	Hourly

JOB SUMMARY

This position has an integral role in the Centre Region Parks and Recreation Programming Division overseeing the operation of the Kidz Kamp summer day camp, which is an eight-week program, with additional hours for pre-planning, training, and programming. The Camp Coordinator will work collaboratively and independently to plan and manage staff and 40-50 children entering grades 1-5. The coordinator will report to the Recreation Supervisor. This is a supervisory position that requires planning, organization, and critical thinking.

ESSENTIAL JOB FUNCTIONS

The outline below describes essential job functions an employee in this position will be required to perform, however, it is not an exhaustive list of all duties which the employee may be expected to perform. To be successful in the position, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodations.

- Works with the Recreation Supervisor on the pre-planning and prep work regarding camp including but not limited to, planning daily activities and themes, recruiting staff, coordinating with organizations and local businesses, and scheduling field trips.
- Assists with the hiring and supervision of Camp Leaders.
- Responsible for overseeing daily programming.
- Helps facilitate meetings and check-ins with the Recreation Supervisor throughout the summer.
- Maintains accurate records for all children enrolled in the camp, incident/accident reports, and daily attendance.
- Manages group dynamics in a camp setting, indoors and outdoors.
- Communicates with parents, answer questions, and notify them of anything regarding their child, including but not limited to, behavior issues, incidents, accomplishments, etc.
- Encourages and inspires campers to learn in a safe, fun, and stimulating environment.
- Assists with conflict resolution for individual and group disciplinary issues that may arise.
- Promotes camper participation in ALL activities.
- Exhibits good personal habits, maturity, health, dress, etiquette, and relationships with other staff and campers to serve as a positive role model to campers.
- Abides by all Agency safety guidelines, policies, and procedures as it relates to the Camp program. This includes abiding by all policies and procedures specific to various camp locations for field trips, outings, and so forth.
- Ensures the cleanliness of the camp.
- Knows and understands all emergency procedures associated with the camp program.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

An individual is hired based on their education, experience, and skills. Any equivalent combination of these factors that will result in the successful accomplishment of all the work responsibilities would be considered at the sole discretion of the COG.

EDUCATION AND/OR EXPERIENCE

- High school diploma or college coursework in recreation, education, or related field.
- Experience supervising staff and children.
- Proven leadership and interpersonal skills.
- Experience in camp, youth programs, recreation, working with children, or in a related field.
- Experience in planning/conducting youth programs, as well as working with children and staff.

SPECIAL REQUIREMENTS

- Must be at least 21 years of age.
- A valid driver's license is required.
- Employment is contingent upon compliance with the CRPR Agency's "Child Safety Policy" regarding criminal background checks and child abuse clearance.

KNOWLEDGE OF

- Knowledge of proper safety practices and techniques.
- Knowledge of and ability to work effectively within the organizational and community structure.

ABILITY TO

- Ability to cooperate and communicate effectively with parents, staff, and the public.
- Ability to work alone with a small group of children.
- Ability to work without direct supervision.
- Ability to respond and assist the public in a professional and courteous manner.
- Ability to think on your feet (creativity and enthusiasm are critical).
- Ability to plan work and establish priorities.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to plan work and establish priorities.

SKILLED IN

- Oral and written communication.
- Troubleshooting and problem solving.
- Self-control and adapting to stressful situations.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Physical Environment

- Work is performed indoors and outdoors.
- Hand-eye coordination is necessary to operate computers and various pieces of equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- While performing the duties of this job, the employee may be required to sit for prolonged periods of time, stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

- Often a dirty work environment (situations in which workers or their clothing easily become dirty, etc.).
- Often must perform repetitive activities (performance of the same physically demanding activity).
- Often are exposed to high or low temperatures (possibly leading to stress or decreased ability to work effectively).
- Some work is performed in awkward or confining workspaces (conditions in which the body is cramped or uncomfortable).
- Some work is performed in areas with improper illumination (glare, inadequate lighting, etc.).

ACKNOWLEDGEMENT

I acknowledge this job description does not constitute an employment agreement. Further, I understand the job description is subject to change by the employer, temporarily or permanently, as the needs of the employer and requirements of the job change. COG is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, COG provides reasonable accommodation to qualified individuals with disabilities.

I have read and understand the requirements of the position and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature: _____

Print Name: _____

Date: _____