



COYOTE KIDS DAY CAMP DIRECTOR
Seasonal Full-Time

Approved _____

A. GENERAL PURPOSE

The Full-Time Seasonal Summer Day Camp Director manages and directs the Coyote Kids Day Camp for youth ages 5 – 12 years old. Supervise a summer season thematic nature-based summer camp with a variety of group activities, outdoor recreation pursuits, games, arts & crafts, and daily hiking. The Camp Director is responsible for successful daily operations, all parent communications and curriculum development of the Coyote Kids Summer Day Camp. The Director directly supervises 6 counselors and the Counselor-in-Training program youth ages (13-15) as well as 6 groups of 8-10 youth, ensuring smooth participation in daily activities and curriculum.

B. SUPERVISION RECEIVED

Works under the general direction of the Parks and Community Services Director.

C. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops nature-based and age-appropriate nature camp curriculum, activities, and crafts. Schedules guest speakers and presenters.
2. Seeks out in-kind supply donations and sponsorships to offset limited operational budget.
3. Works closely with Dripping Springs Ranch Park staff to ensure seamless camper and parent experience.
4. Always tends to the health and safety of staff & campers under the Director's care.
5. Serves as the camp's greatest cheerleader and works with the city Communications Director to professionally market the Camp.
6. Ensures a safe environment for the campers and counselors and renders first aid as the need arises.
7. Display positivity and encourages campers to try their best and to participate in all activities.

8. Manages and supervises camp staff and camp with confidence, kindness, creativity, and enthusiasm.
9. Communicates appropriately and effectively with campers, counselors, and parents.
10. Assists with the design and implementation of all camp counselor trainings including in-service trainings.
11. Performs routine maintenance in camp use areas daily and as needed.
12. Directs and supervises camper registration reconciliation, waivers cataloging, special camper needs and other camp administrative needs.
13. Exercises sound judgment with minimal supervision at all times.
14. Understands the importance of safety, vigilance, and order and can work effectively with little supervision in a fast-paced and highly energetic environment.
15. Manages behavioral issues in a discrete, professional, and kind manner..
16. Other duties as assigned.

D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

Education: High School Diploma or Equivalent. Preferred one season of lifeguard experience.

1. Minimum of two years work experience working in a leadership position in youth programs or summer camps with children ages 5 – 11 years old preferred.
2. Ability to handle and maintain confidential and sensitive information while maintaining confidentiality.
3. College credits completed in Recreation, Early Childhood Education, Education, or Kinesiology.
4. Ability to work independently and exercise good judgment.
5. Must have a valid Adult/Pediatric CPR, First Aid, and AED certification prior to the start of camp (certification class will be provided during training).

E. TOOLS AND EQUIPMENT USED

Camp supplies and recreational play equipment
Walkie-Talkies
Computers
AED/First Aid Kit

F. SPECIAL REQUIREMENTS

1. Candidates must be a minimum age of 18 years old prior to camp starting.
2. While performing the duties of this job, the employee is frequently required to sit, communicate, use hands; and reach with hands and arms
3. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of camp supplies, athletic equipment and camp equipment.
4. Must be able to work all 11 weeks of camp, including July 4th week.
5. Must enjoy working with youth of all ages in an outdoor environment.

G. WORK ENVIRONMENT

This position is performed in an indoor and outdoor environment in all weather conditions. Candidates must be able to sit, stand, bend, and reach for extended periods of time. Candidates must have the mobility to move to and from various points within the City. Director must have reliable transportation. Candidates must be able to speak, read, and write proficiently in English. Candidate must be able to lift, push, or pull a minimum 50 lbs. This camp hikes daily over uneven terrain; counselors must be comfortable with being hot and in the outdoors. This position may be required to perform other camp or department related duties.

H. WORK HOURS

The Camp Director position begins April 5, 2021 will be required to work, until the end of camp season including wrap-up August 20. Staff Training and camp set up will occur May (14&15) & (21&22) and camp will begin Tuesday, June 1 through Friday, August 13. All camp counselors will be required to work Monday through Friday, 40 hours a week. Hours and schedule will be fixed. Day camp runs Monday through Friday from 7 a.m. to 6 p.m.

I. SALARY

Compensation is paid as outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

J. BENEFITS

As a seasonal employee the employee shall not be eligible for City benefits. Additional direction on benefits is outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the specific employee's offer letter.

K. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Michelle Fischer at (512) 858-4725.

***Please note:** This Position Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*