Lower Makefield Township Job Description

Job Title: Summer Camp Site Manager

Department: Parks and Recreation

Supervisor: Summer Camp Director

**Position Summary:**

Camp LMT’s summer camp manager is responsible for the day camp's day-to-day development, facilitation, and oversight. Primary roles include organizing daily camp activities and managing summer camp counselors. This person will also be the main point of communication with camp families. A good candidate will also be involved with off-season planning.

**Specific Duties:**

* Acting as a liaison between the camp and parents or guardians, answering questions about camp activities, rules, and schedules.
* Ensure that all facilities are safe and well-maintained.
* Ensure that all personally identifiable information is safeguarded and secure at the end of the day.
* Supervise the sign-in and sign-out procedures for campers.
* Assist with set up and break down of camp.
* Monitor counselors and delegate various tasks and assignments.
* Attend weekly offsite trips.
* Maintain detailed weekly records and reports.
* Charged with a leading role in creating daily camp games, crafts, and activities.
* Act and follow procedures and guidelines in the event of an emergency.
* Keep campers and counselors on task, organized, and supervised.
* Provide education and support to Camp Counselors as needed.
* Maintaining safety standards and enforcing rules to ensure the well-being of campers.
* Monitoring activities always to ensure they are safe and organized.
* Perform various tasks as necessary or assigned.

**Qualifications:**

* Bachelor’s degree, education degree is preferred.
* Experience in an education-related field, lesson planning, programming
* Must possess a valid PA Driver’s License
* Complete background checks (PA and FBI)
* First aid and CPR certified
* Reliable, responsible, and dedicated to the mission of Camp LMT
* Capable of multitasking and prioritizing safety
* Patient and friendly
* Able to lead and work with a team.
* Able to address problems quickly and efficiently.
* Classroom Management or Management experience preferred.

Last reviewed: 12/29/2023