

# Lower Makefield Township

## Job Description

Job Title: Summer Camp Site Manager  
Department: Parks and Recreation  
Supervisor: Summer Camp Director

### **Position Summary:**

The Camp Site Manager at Camp LMT's and the Camp Site Manager at Tween Adventures are 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 a 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 the Camp LMT and Tween Adventures camps
- 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: 1/16/2025