



**BERWYN PARK DISTRICT JOB DESCRIPTION**  
**ADVENTURE CAMP – CAMP DIRECTOR**

The Adventure Camp Director is responsible for creating, supervising and implementing safe and engaging day-to-day camp activities in addition to administrative camp responsibilities and record keeping. Additionally they are responsible for onsite supervision of camp staff. The Adventure Camp Director is a seasonal employee, working approximately 40 hours a week. This position requires you to be on your feet and able to lift approximately 30 lbs. A seasonal employee, is an at will, hourly employee without benefits except where required by law.

**Qualifications:**

1. Must be a minimum of 18 years of age.
2. Two or more years of experience working with children is preferred.
3. Must pass a criminal background check.

**Immediate Supervisor:**

The Adventure Camp Director is under the direction of the Early Childhood & Recreation Manager.

**Essential Functions:**

1. Present a positive attitude and promote a favorable image for the Berwyn Park District at all times.
2. Attend and lead mandatory staff orientation and trainings.
3. Plan and implement daily activities for campers competently and reliably.
4. Responsible for the supervision and safety of all campers on and off district property.
5. Serve as a positive role model by ensuring camp staff and participants are following Park District and program policies and procedures.
6. Supervise staff onsite, providing feedback as necessary.
7. Establish and maintain positive standards of camper behavior appropriate for the camp environment.
8. Record daily attendance of campers and other written communication as required.
9. Prepare weekly calendars, rosters and sign in/out sheets.
10. Manage field trip and pool trip plans and communications.
11. Attend meetings as requested.
12. Work independently.
13. Develop and maintain effective public relations/communications with staff, campers and parents.
14. Provide a positive and encouraging teamwork atmosphere.
15. Perform all other duties as assigned.

**Desired Knowledge, Skills and Traits:**

1. Ability to communicate with parents, staff, supervisor and other Park District Employees.
2. Ability to work well with all personalities.
3. Knowledge on Microsoft programs.
4. Knowledge of RecTrac Registration System preferred.
5. Excellent leadership skills.
6. Willing to acquire CPR/AED and First Aid certifications.



7. Ability to provide excellent customer service.
8. Ability to complete the essential functions of this position.

**Marginal Functions:**

1. Maintain a healthy, clean and safe camp environment.
2. Maintain inventory of supplies and equipment and make recommendations for purchases.
3. Assist staff as needed.

**Psychological Considerations:**

The Adventure Camp Director may feel added pressure from the responsibility of the children enrolled in the program in addition to managing staff and day to day program operations. At times the Camp Director may feel added pressure from a high volume of questions. They must remain calm and able to address problems as they arise.

**Physiological Considerations:**

The Camp Director must be able to bend, stoop, lift items weighing up to 30 pounds, turn, sit and stand for short or extended periods of time.

**Environmental Considerations:**

Indoor work conditions will include lighting, temperature, and noise. Outside conditions will include extreme temperature, sunlight, noise and precipitation.

**Cognitive Considerations:**

The Camp Director must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The Camp Director must be in compliance with the loss prevention and safety policies of the Park District.

**Salary Range:**

\$12 per hour starting

BERWYN  
*park district*  
where park meets city