



## **Summer Camp Director**

### **Summer Seasonal Employment (May - July)**

We are looking for an enthusiastic and responsible Camp Director to manage our Junior summer Camp and assist with family activities throughout the summer season. In this role, your duties will include coordinating recreational activities with the Aquatics, Racquets, Golf and F&B Departments, ordering camp supplies, hiring and training camp employees. Your duties also include engaging with the membership and collecting feedback to constantly improve our summer camp program.

To ensure success, Camp Directors should have experience in developing camp curricula and demonstrate the ability to assume responsibility for the day-to-day management of a camp. Outstanding candidates prioritize the safety of all campers and ensure an excellent camp experience.

#### **Camp Director Responsibilities:**

- Consulting with stakeholders to determine camp requirements.
- Developing a camp curriculum with level-appropriate leisure and recreational activities.
- Planning daily camp activities and creating activity schedules.
- Presenting camp information to prospective families, when required.
- Hiring camp counselors.
- Overseeing camp employees, as well as ensuring the wellbeing of campers.
- Managing the allocated budget, as well as ordering camp equipment and supplies.
- Modifying activities for campers with special needs.
- Ensuring safe practices and a healthy camp environment.
- Keeping records and documenting processes.

## Camp Director Requirements:

- Experience in planning and developing camp curricula, as well as modifying activities when required.
- Ability to hire, train, and oversee camp employees, as well as ensuring the campers' wellbeing.
- Experience in working with children, as well as arranging meals, supplies, and equipment.
- Ability to manage budgets and monitor expenses.
- Proficiency in office software, including MS Word, Excel, and Outlook
- In-depth knowledge of activity-related safety regulations, as well as health and sanitation requirements.
- Ability to document processes and perform recordkeeping.
- Excellent interpersonal and communication skills.
- Current Driver's license with clean driving record.
- Ability to pass Illinois Background Check.

## Preferred Qualifications

- Bachelor's Degree program in Camp Management, Recreation and Leisure, or Education
- CPR/AED Certified

## Job Benefits

- Employee Meals provided
- Off most nights and weekends
- Team environment
- Professional development and training

Please send resume to [dsidley@parkridgecc.org](mailto:dsidley@parkridgecc.org)

