



**GREENFIELD**  
PARKS &  
RECREATION

**POSITION:** Summer Kid Kamp Director  
**DEPARTMENT:** PARKS & RECREATION DEPARTMENT  
**REPORTS TO:** Assistant Parks Director & Program/Events Specialist  
**WORK SCHEDULE:** 6:30 AM - 4:00 PM or 8:30 AM-6:00 PM, M-F  
(hours/days/months vary)

**DATE WRITTEN:** September 2009      **STATUS:** Seasonal  
**DATE REVISED:** February 2022      **STATUS:** Non-Exempt

**To perform this position successfully, an individual must be able to perform each duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Incumbent serves as Summer Kid Kamp Director for the City of Greenfield Parks and Recreation Department. Incumbent works under Assistant Parks Director & Program/Events Specialist and is responsible for maintaining existing department facilities, grounds and all amenities within our Departments care.

**GENERAL RESPONSIBILITIES:**

Responsible for the daily running of Kid Kamp operations, by Managing a Staff of 6-10 Kid Kamp Counselors.

Schedule and conduct 2-3 Staff Meetings during the program season, and conduct weekly Staff Performance evaluations.

Work with program related vendors and schedule accordingly.

Know and communicate all program financial procedures to Staff before and during program session.

Plan and organize all camp field trips and schedule all needed program transportation before start of program.

Do daily checks of program mailbox and communicate with Park Office Staff for any communication matters. Develop program Newsletter to parents on a weekly basis.

Complete facility inspection reports on a weekly basis.

Know, implement and direct program drop off and pick up procedures.

Purchase and properly organize all program supplies before and during the camp as directed.

Know, develop and properly communicate all program safety procedures and measures.

Know and correctly follow all program payment procedures as instructed.

Develop and communicate all Staff work schedules before the start of the program.

Order and inventory all Staff, camper and program items needed to conduct camp.

Communicate with Pool Manager to set up a pool rules day and to schedule when camp will attend the pool during the summer.

Meet all noted Goals and Objectives.

Must be available to assist in special events and programs throughout the year. This can include, but is not limited to summer concerts, movies, Trunk or Treat, Turkey Day 5K, winter activities, etc.

Responsible for all other assigned duties.

**JOB REQUIRMENTS:**

Prefer previous professional/academic supervisory experience.

Must be able to manage time at a very high level as instructed by Assistant Parks Director &/or Program/Events Specialist.

Prefer previous professional customer service experience.

Previous experience in schedule and supervising professional Staff Members is preferred.

Past exposure/experience in working with children ages 6-12 in a recreation or education al setting is preferred.

Knowing how to professionally evaluate Staff Members is preferred.

Past knowledge in planning recreational activities for children ages 6-12 is preferred.

CPR/ First Aid Certification is required.

This position must demonstrate high levels of initiative, responsibility, and independence at all times.

Must have a High School Diploma or equivalent

**DIFFICULTY OF WORK:**

While performing the duties of this job, the Employee is frequently required to walk, sit, talk, or hear. The Employee is occasionally required to use hands to handle, feel or operate objects, tools, or controls, and reach with hands and arms. The Employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The Employee must occasionally lift and or move objects up to 50 lbs. Specific vision abilities required by this position include close vision, color vision, and the ability to adjust focus. While performing the duties of this job, the Employee occasionally works in outside weather conditions and may be exposed to wet and/or humid conditions, toxic or caustic chemicals.

**PERSONAL WORK RELATIONSHIPS:**

Incumbents maintains frequent contact with co-workers, other City departments, other recreation organizations, program participants, local school corporation, national associations, and the public for purpose of exchanging information, explaining/interpreting policies and procedures, coordinating program activities, and supervising and directing personnel.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties according to standard practice of the professional field. Incumbent receives general supervision and discusses with Assistant Parks Director and/or Program/Events Specialist unusual/unprecedented situations. Incumbent's work is reviewed primarily for attainment of department goals and objectives.

**Qualifications:**

Education - A minimum of a High School diploma or equivalent documentation of a GED.

**APPLICATION/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Kids Kamp Director for the City of Greenfield Parks and Receptions Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and comply with all job duties, requirements and responsibilities contained herein.

Is there anything that would keep you from meeting the job duties and requirements as outline?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date