

Site Director Job Description

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JOB SUMMARY

The Site Director is responsible for the administration and programming of the Day Camp Program. This position oversees the Day Camp Counselors on site and communicates closely with parents and families. The Site Director is responsible for all of the programming for campers, and must have all activities and supplies prepared ahead of camper arrival. Other duties may be assigned pertaining to the overall organization and delivery of the Day Camp program.

RESPONSIBLE TO

Program Director

TRAINING NEEDS

Must attend Site Director Training and Pre-Camp Training. Must attend all Staff Meetings.

QUALIFICATIONS

- Must be at least 21 years old
- Must be willing to supervise staff, campers, and program.
- Must have an interest in working with children and have experience creating programs for youth.
- Must have current First Aid/CPR certification and Mandatory Reporting Certification, or the ability to become certified at Camp Fire Staff Training

PROGRAM REQUIREMENTS

- Preparing the weekly schedule for Day Camp to include a balance of activities including: games, crafts, outdoor programming, and educational opportunities, for the best possible program
- Coordinating programs with the Day Camp and arranging for any special guest, tours, field trips, and special programs
- Making changes in the program when weather or other circumstances make it necessary
- Turning in weekly program schedules and parent newsletters for each week to the Day Camp Program Director

STAFF SUPERVISION REQUIREMENTS

- Management of staff, including formal and informal evaluations
- Making sure that all campers and staff are following the Day Camp rules and policies in a positive atmosphere
- Making staff assignments and arranging, with the Day Camp Program Director, for staff to cover drop off times and pick up times
- Clearly communicating to staff members the expectations of their role at Day Camp. Encouraging communication and team work within the staff, and being part of the programmatic planning.

CAMPER SUPERVISION REQUIREMENTS

- Caring for the health of all campers. Making sure medication is given correctly and being documented.
- Communicating with parents calmly and confidently. Making sure to communicate any incidents that may have occurred (behavioral, accidental, illness, etc.) and completing an incident report, as well as frequently communicating positive news about campers with parents
- Assigning groups and making sure to always maintain a 1:8 staff to camper ratio
- Ensuring the safety and well-being of all campers and helping campers to have a FUN and well-rounded experience

ADMINISTRATIVE REQUIREMENTS

- Openly communicating with the Day Camp Program Director and keeping them informed of any changes to plans, problematic situations, staff concerns, etc.
- Maintaining and enforcing the guidelines, policies, and values of Camp Fire Heart of Iowa
- Taking daily attendance and calling to check on any absent campers
- Keeping all necessary health and consent forms, medication, and incident reports
- Keeping all receipts and accurate records of petty cash expenditures
- Maintaining expectations of the site as far as cleanliness, upkeep, and respect for site staff throughout the summer