

Town of Old Orchard Beach Recreation Department

Summer Camp Coordinator

Pay Range: \$12.00 -\$15.00

Pay rate is decided by education, certifications, and licenses, as well as work related experiences

Weekends Off

Job Description:

The Gull Challenge Coordinator is responsible for planning, implementing, and supervision of all activities associated with Old Orchard Beach Recreation Summer Day Camp. This work involves implementing the daily schedule of activities in a variety of areas including but not limited to; games, sports, art and crafts, music, cultural activities, field trips, and special events. This position also involves the direct supervision of all daily camp activities, the direct supervision of all camp staff, and contact with the general public regarding activities associated with recreation camp activities.

Essential Responsibilities:

- ◆ This position is under the direct supervision of the Assistant Camp Director.
- ◆ Ensure all environments, in which he/she supervises children, are safe, clean, and age appropriate.
- ◆ Implement activities and promote camper participation in all activities.
- ◆ Complete individual staff evaluations and review with each staff member.
- ◆ Responsible for coordination and supervision of all staff members during camp hours.
- ◆ Be accountable for all children in the OOB Recreation Department summer camp program.
- ◆ Assign duties and delegate responsibilities to staff when necessary.
- ◆ Make sure all children are accounted for at all times by maintaining the daily attendance.
- ◆ Report any accidents, injuries, or incidences to the Camp Director immediately and complete an accident / incident report within 24 hours.
- ◆ Administer medication when necessary.
- ◆ Responsible for an emergency action plan for camp and all field trips.
- ◆ Be familiar with, and in compliance with, all information in the Staff Handbook.
- ◆ Greet parents and camper with a SMILE and POSITIVE ATTITUDE daily!

Requirements:

- ◆ Must be 17years or older.
- ◆ Must have an understanding of the growth and development stages of children.
- ◆ Attend all staff meetings and training sessions, as well as complete all required online trainings.
- ◆ Must have knowledge, skills, and experience in planning and implementing youth recreation activities.
- ◆ Must be dependable, considerate, flexible, great work ethic, have a sense of humor, and the ability to keep calm in all situations.

Physical Demands:

- ◆ Must have the physical ability to lead and participate in camp activities which requires a full range of body motion, including standing, bending, and sitting, kneeling, lifting, reaching, and moving about quickly.
- ◆ Ability to lead and participate in camp activities which include, but are not limited to, hiking, building campfires, setting up tents, and various aquatics activities.
- ◆ Must be able to lift or move up to 25 pounds.
- ◆ Must be able to endure long hours being exposed to the sun and heat.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Town of OOB is an Equal Employment Opportunity Employer.

