



*Be an awesome*

# Summer Camp Director

*with Daviess-Martin County Parks*

*As the Summer Camp Director, you are the tone-setter, the energy, the encourager, the organizer, and the parent-chatter. You get to help build a program that can change lives!*

## What We Are Looking for in You

Energy, organization, leadership, and adaptability are essential in this position. The Summer Camp Director serves in a managerial role for nine weeks of the season, with the option to be part of the Recreation Team before and after these specific nine weeks.

We want a Summer Camp Director with a knowledge of youth and youth development, and experience working in a youth programming setting. Planning, scheduling, and attention to detail are critical skills. We also want a Summer Camp Director with strong leadership and interpersonal communication skills. We want someone with a passion for working with youth and for being a leader to the camp counselors.

The Recreation Team is responsible for delivering really cool, unique, and occasionally educational programs to our campers, visitors, and summer camp kids. The Summer Camp Director is an integral part of the Recreation Team that will be serving in a supervisory role during the summer camp weeks. Outside of the summer camp role, we would love to have you as a member of the Recreation Team.

For the Recreation Team, we want candidates that can work in an extremely busy, loud, goofy environment. You need to be able to talk to adults holding a beer, as well as a four year-old with a runny nose. Candidates must have excellent verbal and written communication skills. We want enthusiasm and the ability to remain calm in a crisis. This position is in a fast-paced environment and at times can be messy. We hire team members that are friendly, focused, super-organized, and cheerful. In order to be effective, you will need to have reliable transportation to and from work, and the ability to be absolutely punctual. Sometimes a visitor may be frustrated or upset, and our team members must be able to calmly and pleasantly address these situations. Our Recreation Team also works in a variety of settings and over a variety of hours...and in all weather! You also are someone we value for their creativity. Experience with kids and program delivery is a preference. We also have expectations that our team members follow all park policies and guidelines. Finally, as this position is front-line programming, we ask that team members do not have their personal cell phones visible to a customer at any time. It is important that all members of our Recreation Team understand that we put our customers first and make them feel so very welcomed.

## What You Can Expect from Us

We want to help you grow as a professional! We believe it is important to foster an environment based on the principles of open and approachable communication, personal growth through experiential learning, and a compassionate workspace. We will be fair and thoughtful in our training, scheduling, and communications. We will always be transparent in our practices and will offer explanations for policies, rules, and adaptations. We want our team to function as a partnership in which both partners are working toward the same mission of bringing people into our parks and assisting them in having the best experiences we can offer to them.

## What Your Days at the Park Look Like

Your days at the park can look like, well, all kinds of things!

As the Summer Camp Director, we expect you to arrive before camp starts and stick around for the end-of-day clean-up. These are long days, but you do get paid hourly! Your responsibilities will include making sure that program supplies are ready, staff is in place, the area is safe, and all paperwork is in order. You will communicate with parents as well as administer some of the camp activities. You will work with the Recreation Director to coordinate guests for camp, add new activities, handle behavioral issues, and make program decisions. You will need to be adaptable to the weather and have contingency plans in place. You are the awesome person that gets to help set the tone for the summer camp team, which makes this an exciting leadership role. We also want you to take part in the pre-camp training, come up with innovative programs, and help with the close-out reports and recommendations for next year.

As a member of the Recreation Team members will oversee programs in the Activity Center for general campers, be in charge of a group of kids at summer camp, play games with campers, help set-up and tear down program supplies, and so much more. You may be responsible for coming up with activities for open recreation hours. You will probably be doing a lot of wiping down tables and organizing crafts. You could be taking kids swimming or fishing or leading kayakers on a water trail. You may be leading an activity at Glendale, even! There are so many different and amazing days you will have as a member of the Recreation Team.

## A Few More Details

- Positions start at \$12 per hour.
- Team members must be responsive to their direct supervisors.
- First Aid/CPR training is required and will be provided.
- Lifeguard training will be required and will be provided.
- Team members have a maximum amount of hours they can work each season.
- There is a dress code, though it is fairly relaxed. Open-toed shoes are prohibited.
- You must work with your direct supervisor to set up shifts and time off following our seasonal employee policy guide.
- You are required to follow child protection safety practices on which you will be trained.
- We are working on offering a camping space throughout the summer camp weekdays to cut down on travel time, if possible.
- This would be a great internship!

If you are interested in applying for a position as a Summer Camp Director, please contact Jules Erwin, our Recreation Director, at [jules@westboggs.com](mailto:jules@westboggs.com) or via phone at 812 295 5465. You will be required to complete an application and interview, even as returning staff.

*West Boggs Park strives to include people of all abilities without biases based on differences of any kind. We have a commitment to respecting individuals and promoting dignity, compassion, equality, and self-esteem through fellowship and programming at the park. Our park has always been a welcoming family and invites everyone with open arms.*