

CITY OF ARCADIA
CAMP MANAGER (PART TIME)

DEFINITION

Under general supervision, to organize and administer the Recreation Department's Citywide Camp Programs including personnel, transportation, crafts, and activities.

SUPERVISION EXERCISED

Exercises direct supervision over assigned staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Explain and enforce the policies, rules, and regulations of the camp.

Assume responsibility for the administration and organization of day camp, sports camp, and resident camp activities.

Supervise assigned staff and camp participants.

Develop, administer, and organize camp and sports programs.

Supervise camp counselors and campers.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Recreation activities and skills.

Organization procedures for large group control and safety.

Proper procedures for natural disaster and other emergencies.

Camp planning and administration.

Knowledge of:

Principles of supervision, training, and performance evaluation.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Develop and implement camp programs and activities.

Select, supervise, train, and evaluate staff.

Work effectively with children.

Identify and handle behavior problems of children.

Conduct work in a safe manner in accordance with established policy.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Four seasons of paid experience in the field of instruction or supervision of recreation.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, CPR and first aid certification.

City of Arcadia
Camp Manager – Part Time (Continued)

Age Requirement:

Eighteen (18) years of age or older at the time of appointment.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, crouch, stoop, squat, and lift 25 lbs.; exposure to heat, noise, and outdoors; ability to travel to different sites and locations.

Effective Date: April, 2000

Revised: October, 2009