LinkStL Superhero July Day Camp

DAILY CAMP DIRECTOR – POSITION DESCRIPTION

The Daily Camp Director is responsible for developing, facilitating, and overseeing the Superhero Summer Camp including the supervision, guidance, and direction of day Camp staff. The Daily Camp Director reports to the Camp Concept Director and Board of LinkStL, Inc.

Camp will be open for the month of July from July 1st to July 31st, open from 9:00AM to 1:00PM, Monday through Friday and held for the children of the Hyde Park Neighborhood in North St. Louis City.

Approximate contracted start date would be June 15 through August 5 for evaluation, etc. Generous compensation—please indicate desirable contracted amount in response.

Interested persons should send resume and letter of interest to Doug Eller, LinkStL Board Member, ellerdoug@gmail.com. For more information, call 314-258-6532.

Duties:
1. Attend trainings and staff meetings. Trainings may be on:
   a. Trauma informed observation and intervention
   b. Health and safety practices
   c. Daily routine procedures, practices, and schedule
2. Set and attend planning meetings and give feedback into staff roles and Camp needs
   a. Meet daily with Concept Director to assure proper execution of the day’s curriculum
3. Assist in the development and direct programs for the Day Camp
   a. Assist in creating the weekly Camp schedule, coordinate special programs, and develop program ideas
   b. Have Day Camp schedules set by Thursday prior to each week, so that appropriate planning is assured
4. Coordinate the flow of Campers from one activity to another
   a. Coordinate changes in the schedules as they occur during the week
   b. Prepare and coordinate alternate activities in the event of inclement weather or scheduling changes
5. Communicate with all leadership staff of schedule or logistical changes throughout the week. This includes Concept Director, Camp Workers, practicum students, volunteers, and partners
6. Coordinate and facilitate all “large group” activities for Campers. “Large group” activities include, field trips, gross motor activities (i.e. hiking, biking, theatrical play, etc.)
7. Supervise daily check-in and check-out of all Campers, including health checks in the morning
8. Communicate with parents; field their questions and inform them of how their child is doing; utilize other staff to assist with this
9. Supervise and direct all staff and volunteers to lead group activities; observe all staff and volunteers by monitoring their leadership, communication and service providing feedback that allows them to improve in these areas
10. Support direction of the Concept Director in mentoring and directing the staff
    a. Make yourself available for staff feedback and concerns and lead by example
    b. Track and assign staff to weekly roles and co-buddy assignments
    c. Consult with staff and others to identify Camper special needs and requests
    d. Track and assign weekly staff roles and co-buddies based on staff age, previous assignments, ability, and staff evaluations
    e. Provide an orientation for all Camp staff, to prepare them for working with the Camp program
    f. Utilize this time to allow the Camp staff to prepare programs for the week
11. Maintain Camp records and information
   a. Prepare all forms and paperwork needed for the Camp prior to the start of the Camp
   b. Provide Camp staff copies of weekly schedules, Camper lists, and health forms.
12. Manage budget, maintain and stock all Camp program equipment supplies
   a. Consult with the LinkStL Board and Concept Director any equipment and supply orders
   b. Maintain an inventory list, as to know what may still be needed as Camp continues
   c. Maintain, properly store and clean the program equipment spaces as specified
13. Direct all cleaning duties assigned to staff including Joshua House facility and adjacent lot and
    including empty trash cans, collect lost & found, sweep, etc.
14. Assist with Camp check-in as assigned to staff
15. Maintain weekly Camp records i.e. scheduling sheets, Camper assignments, staff assignment sheets,
    special needs forms, daily Camper observation forms, attendance records, and medications if any
16. Staff, Camper and parent relations
   a. Communicate to parents as much as daily on how their child is doing and immediately of
      sick, or injured Campers
   b. Inform parents of the activities and programs their children will be participating in
      throughout Camp
17. Practice and enforce all Camp safety regulations and emergency procedures at all times