

CAMP TAPAWINGO POSITION DESCRIPTION

POSITION

Recreation Program Director

SUMMARY

The Recreation Program Director will represent Camp TaPaWingo in a positive, professional manner and he/she will work with the Executive Director, 4-H Youth Development Educator, and Camp Operations Committee members to ensure the Summer Camp Program is safe, positive, fun and challenging for all campers.

RESPONSIBILITIES

- Plan and instruct Resident camps and Archery camp.
- Plan and instruct recreation activities for all camper groups.
- Ensure that teamwork and good sportsmanship are emphasized in all activities.
- Help prepare rainy day recreational activities for each camp session to use when necessary.
- Be on camp property and available when camp is in session.
- Responsible for water safety during scheduled swimming and water activities.
- Ensure all recreation activities are safe, challenging, age appropriate and fun.
- Maintain an organized and clean recreation storage area.
- Inventory all recreation equipment at the beginning and end of each camp session. Order recreation equipment as needed.
- Provide training for counselors in planning free time recreation and planned recreation for campers.
- Utilize camp counselors as assistants.
- Assist with the evening camp programs, such as dances, skits, campfires, night hikes and evening snacks.
- Enforce risk management policies and procedures.
- Attend all staff meetings.
- Maintain current First Aid, CPR, and Lifeguard certification.
- Fulfill any other duties deemed necessary by the Camp Director or Executive Director.

QUALIFICATIONS

- Minimum age of 18.
- Interest and experience in education and youth development.
- Demonstrated leadership skills.
- Good organizational skills, attention to detail, and reliability.
- Excellent group motivation and communication skills.
- Knowledge of camping philosophy and previous camp experience.
- Proven ability in leading recreation activities.
- First Aid, CPR, and Lifeguard certification preferred.

SUPERVISOR

Executive Director

DATES OF EMPLOYMENT

July 16, 2008 to August 8, 2008

SALARY RANGE

\$350 per week.

APPLICATION INFORMATION

Please contact the Manitowoc County UW-Extension office to receive an application. Applications are due June 6, 2008, however the position may be filled prior to June 6. Submit your name, address and the position in which you are interested. Please contact Ruth Aebischer, Manitowoc County 4-H Program Assistant at (920) 683-4169 or email ruthaebischer@co.manitowoc.wi.us for more information, or mail your request to Ruth Aebischer, Manitowoc County UW-Extension, 4319 Expo Drive, P.O. Box 1150, Manitowoc, WI 54221-1150. An application and job descriptions are also available on our website at: <http://www.uwex.edu/ces/cty/manitowoc/>.