

CAMP TAPAWINGO POSITION DESCRIPTION

POSITION

Summer Camp Director

SUMMARY

The Summer Camp 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 a safe, positive, fun, educational experience for all.

RESPONSIBILITIES

- Prior to summer camp, assist maintenance staff with maintenance and repair duties.
- Direct daily summer camp operations.
- Assist in training of summer camp staff and counselors.
- Supervise and evaluate summer camp staff and counselors.
- Complete records, reports, and evaluations and perform other clerical duties as needed.
- Coordinate staff and counselor meetings.
- Enforce risk management policies and procedures.
- Administer the summer camp budget and purchase supplies.
- Communicate with parents.
- Coordinate specialty camps, all-camp activities, and rainy day activities.
- Coordinate the evening camp programs, such as dances, skits, campfires, night hikes and evening snacks.
- Maintain current First Aid and CPR certification.
- Fulfill any other duties deemed necessary by the 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.
- Proven ability in a supervisory role.
- Knowledge of camping philosophy and previous camp experience preferred.
- First Aid and CPR certification preferred.

SUPERVISOR

Executive Director

DATES OF EMPLOYMENT

July 1, 2008 to August 12, 2008

SALARY

\$500 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/>.