

**Town of Signal Mountain  
Position Description**

**Title: Summer Camp Coordinator  
Division/Department: Recreation**

**Purpose:**

Employee is to manage the summer day camp to provide a safe, fun experience the participants. This position is under the supervision of the Recreation and Parks Director.

**Essential Functions of the Job:**

*Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.*

Plan, organize, coordinate, and manage activities and programs for summer camp; provide assistance and support to staff as required for completion of tasks and projects.

Manage and assist to maintain equipment, facilities and/or grounds to ensure a safe environment for staff and campers.

Organize and supervise games and activities for campers.

Teach rules and playing skills of standard team and individual games and activities.

Maintain safety and health standards.

Supervise camp counselors.

**Required Knowledge and Abilities:**

Knowledge of the principles, rules, materials, equipment, requirements, and organization of a variety of play and recreational activities, including organized games, free play activities, team sports, and art and handicraft projects.

Knowledge of play interests and needs of assigned age group.

Knowledge of departmental functions, rules, regulations and procedures.

Ability to instruct, coach and supervise variety of play and recreational activities.

Ability to inspire confidence and enthusiasm, to mix readily with various age groups, and to solve problems arising at a play area.

Ability to establish and maintain an effective working relationship with the public and other employees.

## SUMMER CAMP COORDINATOR

### **Equipment:**

Playground and recreational equipment.

### **Educational Requirements:**

High school diploma or equivalent.

### **Experience Required:**

More than one year and certification in first aid and CPR.

### **Problem Solving Requirements:**

Solve problems in situations where most problems have occurred before and their solutions are familiar.

### **Writing Skills Required:**

Complete forms using a few words or numbers; for example, taking telephone messages. Write standard documentation using established formats; document work performed, actions taken or results by writing one or two brief sentences.

### **Speaking/Presentation Skills Required:**

Answer questions with a brief response or provide standard information to customers/citizens, visitors, callers, supervisors or other employees.

Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

### **Job Related Communication:**

Within the department – daily

With employees in other departments – weekly

With employees in other organizations – weekly

With the public – daily

### **Planning & Scheduling:**

Moderate – a moderate amount of planning own or other's activities is required.

### **Difficulty of Work:**

Work involves following standardized procedures to complete assigned duties.

### **Assignment of Work:**

General direction in following established practices and clear-cut policies.

### **Effects of Work Errors:**

Errors are detected within the work areas in which they occur, possibly affecting work of others, and requiring expenditure of time to correct.

### **Supervisory or Management Responsibilities:**

This position supervises approximately 20 seasonal supervisory employees and non-supervisory employees and they perform the following activities: Planning work, scheduling work, setting objectives, instructing on work procedures, setting work standards and procedures, appraising performance.

SUMMER CAMP COORDINATOR

**Working Conditions:**

On average 50 percent standing, 25 percent walking, and 25 percent sitting.  
Approximately 20-40 lbs. may be required lifting.

Lifting frequency – frequent

Bending – frequent

Pushing and/or pulling loads – some

Reaching over head – some

Kneeling – some

Crawling – none

Climbing ladders – none

**Mental/Visual Effort:**

Typing/CRT – some

Attention to detail – very frequent

Monitoring equipment – frequent

Detailed inspection – frequent

Transcription/proofreading – none

**Adverse Conditions:**

Exposure to temperature extremes – very frequent

Dangerous equipment – none

Chemicals – none

Noise – some

Physical effort/risk – some

Rev. 12/17/10