



**CITY OF BERKLEY**  
**JOB DESCRIPTION**  
**Parks & Recreation Department**  
**2400 Robina**  
**Berkley, MI 48072**

**DAY CAMP DIRECTOR**

Application Deadline: April 15, 2018 or until filled  
Pay rate: \$11.00/hour

**POSITION SUMMARY**

The Day Camp Director oversees the day to day camp operations including, staffing, supervising day camp staff, program quality, policy and procedures and other duties as requested by the Park Department Program Manager. The Day Camp Director also interacts with campers, parents and guardians to problem solve and address a variety of camp related concerns.

Summer camp programs runs for ten weeks, five days a week, from 7:15 am to 6:00 pm. Staff rotates hours and days per week - up to 40 hours. The number of weeks of employment is based on camper enrollment.

**Essential Job Functions:**

1. Plan, supervise and implementation of daily activities for 15 - 40 participating campers ages 5 to 14 years old.
2. Training and supervise day camp staff and evaluate staff performance
3. Set standards and goals for Day Camp program
4. Enforce, and follow all safety guidelines associated with the camp and all program areas. Implement camp emergency procedures as required
5. Maintain accurate records including incident reports, other required documentation and daily attendance.
6. Assist Camp counselors as needed in response to camper behavior issues
7. Represent City on day to day matters with parents, guardians, and caregivers of children participants

Duties for this position include gender-specific tasks that require male and female representatives, respectively ( i.e. locker room and public restroom supervision). Must be willing to wear a swim suit daily and be comfortable in chest-deep water. Special consideration may be given for applicants with previous satisfactory volunteer experience with the Berkley Parks and Recreation Department.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

- Must be a high school graduate or equivalent
- Minimum of 2 years previous camp, classroom teaching, or child supervision experience preferred.
- Administrative skills, basic computer, good phone etiquette, and interpersonal skills are desirable.

**Physical Demands and Work Environment**

While performing the duties of this job, the employee is regularly required to see, hear and communicate verbally; frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight. Must have the physical ability to lead and participate in camp activities which include, but are not limited to, hiking, canoeing, swimming, team building initiatives, building campfires, physical games, and activities. Must be able to restrain and physically support children when needed for safety in general camp activities (child weighing 50 - 200 pounds).

Submit applications by email to: [sjennex@berkleymich.net](mailto:sjennex@berkleymich.net) or US Mail:

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February 24, 2018