

THE COUNTY OF NORTHAMPTON  
PARKS AND RECREATION DEPARTMENT  
POSITION DESCRIPTION

TITLE: Summer Camp Site Director

REPORTS TO: NCPR Director

SALARY: Part-time

EMPLOYMENT DATES: Seasonal

**GENERAL DESCRIPTION:**

Under the supervision and guidance of the Northampton County Parks and Recreation Department Director, the Summer Camp Site Director is responsible for creating a high quality experience for every camper. Ensure the safety, well-being and personal growth of campers. Be an active and supportive member of the Summer Camp team and a positive member of the entire staff. Summer Camp Site Director must demonstrate positive, professional role modeling at all times, acting in a manner that is consistent with the staff code of conduct and the philosophy, goals, and objectives of the Northampton County Parks and Recreation Department.

**JOB REQUIREMENTS:**

1. Minimum age of 18 years at time of employment.
2. Current CPR and First Aid certificates by time of employment.
3. Must complete any mandatory staff training that is held.
4. Must complete the Northampton County Social Service Child Abuse Awareness class.
5. Employee will be required to clear a criminal background check in order to work in the program.

**ASSESTS/RESPONSIBILITIES:**

To perform this job successfully, an individual must have:

- Must demonstrate the ability to work with ages 5-12 years old.
- Must have strong communication skills, organizational skills, positive attitude, initiative, flexibility, dependability, creativity and ability to work and problem solve as a team player.
- Mental and physical ability to deal with high stress situations and work well under pressure.
- Ability to perform multiple tasks concurrently.
- Ability to connect with campers, parents, and staff.
- Visual and auditory ability to respond to critical incidents and the physical abilities to act swiftly in an emergency situation.
- Perform other duties as assigned.

**PRIMARY DUTIES AND RESPONSIBILITIES** includes but is not limited to:

The Northampton County Parks and Recreation Department reserves the right to add or delete essential job functions:

- Regular attendance and punctuality
- Complete all training deemed necessary by the Northampton County Parks and Recreation Department in order to perform well in this job and receive all certificates necessary for this job (i.e. CPR, First Aid).
- Ensure the physical and emotional safety of every camper.
- Maintains visibility during check-in and check-out to help parents and campers.
- Maintain all paperwork pertinent to the job.
- Provide responsible and constructive leadership for a summer camp group.
- Provide safe, friendly and professional service at drop-off/pick up sites
- Be a positive member of the Summer Camp staff.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to stand, run, walk, use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms, talk and hear. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, and/or crawl.

The employee must occasionally lift and/or move up to 100lbs.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

#### UNAVOIDABLE HAZARDS:

The position is exposed to no unusual environmental hazards.

While performing the duties of this job, the employee frequently works in inside and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment can be loud.

#### EFFECT ON END RESULTS:

This position has a primary impact on the Northampton County Parks and Recreation Department Summer Camp Program. This position will have an impact on the success of the program and all participants that use it. Therefore, the effectiveness of the fulfillment of this position should be measured by:

1. NCPR participants will experience a safe and nurturing environment.
2. Meet performance standards.
3. All programs and program areas will be safe.
4. Programs will meet the needs of the Northampton County community.
5. Sports officials will receive positive evaluations most of the time.
6. Children will report positive feedback most of the time.
7. Parents will have positive feedback about the program and the staff member most of the time.

#### AMERICANS WITH DISABILITIES ACT COMPLIANCE:

Northampton County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

The Northampton County Parks and Recreation Department requires at least one letter of reference at the time of the interview.