Adventure Day Camp Director

Job Description

Adventure Day Camp (ADC), a seven-week day camp for children between the ages of 5 and 11, is part of Campus Recreation at the University of Vermont. ADC strives to provide quality programs for young children and adolescent youth that foster learning, respect, social skills development, community living, and emotional growth in a safe, fun, physically active, and challenging environment.

Supervisor
Associate Director, Campus Recreation Programs

Pay Rate
$13.50/hour with a maximum $.25/year increase (maximum $14/hour)

General Responsibilities
The Adventure Day Camp Director is a seasonal position (mid-May-mid-June (part-time) and 40 hours/week from mid-June to early August) that oversees the day-to-day operations of ADC, provides leadership to all ADC staff, and is the camp liaison to ADC campers and parents.

Specific Responsibilities
- Provide direct oversight for all aspects of ADC
- Plan, organize, and facilitate all staff trainings
- Adhere to all policies and procedures stated in the employee manual
- Create weekly staff schedules
- Provide on-going, constructive evaluation to all ADC staff
- Oversee any staff disciplinary procedures
- Approve or deny staff time off requests
- Facilitate weekly staff meetings and weekly administrative staff meetings
- Provide daily office coverage
- Oversee late drop-off and early pick-up procedures
- Create and disseminate weekly newsletters and mid-summer and end of summer evaluations
- Assist the associate director in managing the ADC operating budget
- Communicate with parents regarding any behavioral interventions involving campers
- Plan and organize weekly field trips, including transportation, with the Assistant Director of Camp Activities
- Collect and maintain records for any completed incident or accident reports
- Work with the camp registrar to ensure all camper medical information is accurate and updated
- Conduct mid-summer and final evaluations for the administrative staff
- Assist the head counselors with their staff evaluations, as needed
- Plan, organize, and facilitate end of summer clean up and inventory
- Write the end of camp report, with input from the administrative staff
- Other duties as assigned by the associate director

Additional Requirements:
- Current CPR/AED & first aid certifications
- 3-5 years of prior camp administrative experience
- Staff supervision experience