

City of Lander

Job Description



Title:	Camp Director - Temporary	Wage:	\$14.00 - \$17.00
Department:	Parks & Recreation	Effective Date:	04/2019
Division:	Recreation	Last Revised:	03/2019
Sinks Canyon Camp			

In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.

GENERAL PURPOSE

Employee will supervise and coordinate a Summer Camp Program. Position is part - time seasonal position, 40 hours a week, term of position will be 4 - 16 weeks, during the months of June July and August, depending on specific program durations.

SUPERVISION RECEIVED

Employee works under the supervision of the Parks & Recreation Department & Public Works Director.

SUPERVISION EXERCISED

Position directly supervises all counselors and junior counselors

ESSENTIAL FUNCTIONS

- Good communication skills
- Organize campers into tribes (groups) and assigns counselors and junior counselors to each tribe
- Will be responsible for the health and safety of all campers and staff throughout the day, including the time after return, until parental contact is established
- Make all decisions with health and safety in mind
- Participates in the hiring process of counselors and junior counselors
- Selects, trains, monitors and disciplines personal (campers and staff)
- Plans for the transportation of equipment to the from the camp headquarters
- Coordinates with outside agencies for guest speakers and added amenities
- Maintains supply inventories through contact with the program director
- All employees will be trained to and will cooperate and assist in emergency situations
- Past knowledge of Sinks Canyon Camp

Performs related duties as required.

CORE COMPETENCIES

- **Adaptability:** Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- **Communication:** Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.

- Cooperation: Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- Customer Service: Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- Dependability: Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative: Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- Job Knowledge: Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- Judgment: Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- Planning & Organization: Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

MINIMUM QUALIFICATIONS

1. General outdoor education curriculum
2. Outdoor activities, including, but not limited to: overnight camping, swimming, hiking, cooking, orienteering, and archery
3. General arts and crafts, singing, skits and other campfire-type activities
4. Basic first aid and emergency treatment of injuries
5. Principles of staff supervision, training and performance evaluation
6. Pass a drug test and background check

Ability to

1. Select, Supervise, Train and Evaluate Staff
2. Establish and maintain working relationships with those contacted in the course of work
3. Ability to perform moderate to heavy physical work and lift/carry up to 50 lbs
4. Ability to talk and hear in person, by telephone and two-way radio
5. Ability to make last minute decisions if needed to move the camp due to unexpected emergency situations.

EXPERIENCE AND TRAINING:

Background and previous experience in outdoor education or outdoor experience in a camp type situation. Experience in working with children, either in general education or outdoor education.

SPECIAL REQUIREMENTS

Possession of a valid Wyoming Driver's License

GUIDELINES

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position helps develop division guidelines.

The City of Lander is an at-will employer. This means that either party – the employee or the employer – may end employment at any time, with or without cause, with or without notice. All the terms, conditions and benefits of employment with the City are subject to change at any time, with or without notice, at the discretion of the City.

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

Employee's Name (Printed)

Employee's Signature

Date