



Job Title: Kid Camp Manager

Department: Kid Camp

Supervisor: Assistant General Manager, General Manager

FLSA Status: Non-exempt

Approved By: Human Resources

Approved Date: April 2018

Position Summary

Responsible for the overall operations of the Kid Camp and supervision of staff to ensure safe and engaging experiences and excellent customer service.

Essential Duties and Responsibilities

- Assist in the hiring, training, scheduling, and supervision of Kid Camp Counselors.
- Develop camp schedule, curriculum, activities, and staff training.
- Create supply and equipment purchase list for approval by the General Manager.
- Verify registration and payment of camp participants.
- Oversee day-to-day operations of camp while in session ensuring children are properly supervised, instructed, engaged, etc., at all times while under the property's care.
- Discuss appropriate specific needs, observations, or concerns with parents in a tactful manner, including other management personnel as appropriate.
- Thoroughly document any incidents, concerns, etc. for Assistant General Manager and General Manager.
- Create a fun, engaging, and educational environment for all children in the program.
- Ensures facilities being used are maintained to applicable health and safety standards at all times: wipe down all surfaces, store items in appropriate places, vacuum, maintain cleanliness, etc. Report any hazardous or unsafe conditions to appropriate personnel.

Additional Responsibilities

- Keep work area neat and organized.
- Conduct self in a professional manner at all times.
- Maintain a safe working environment and immediately report all unsafe conditions.
- Maintain a good working relationship with all departments.
- Comply with all policies and procedures set forth by the Employee Handbook.

Supervisory Responsibilities

Directly supervises 5-10 employees in the Kid Camp Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

- Managing People - Makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; continually works to improve supervisory skills.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Judgement - Exhibits sound and accurate judgment; includes appropriate people in decision-making process.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; organizes or schedules other people and their tasks.
- Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience – High school diploma or general education degree (GED); one year related experience and/or training; or equivalent combination of education and experience.
- Language Skills – Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills – To perform this job successfully, an individual should have knowledge of spreadsheet software and word processing software.
- Certificates, Licenses, Registrations – Current CPR certification.

Physical Demands

Regularly required to stand; walk and talk or hear. Frequently required to use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close, distance and peripheral vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Regularly exposed to wet and/or humid conditions and outside weather conditions. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgements

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Print Name

Employee Signature

Date