

## **DOWNINGTOWN AREA RECREATION CONSORTIUM**

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### **SUMMER FULL DAY CAMP & TEEN CAMP LEADER JOB DESCRIPTION**

**JOB TITLE: FULL DAY CAMP / TEEN CAMP LEADER**

**DEPARTMENT: RECREATION      REPORTS TO: ASST. DIRECTOR & DIRECTOR**

**LOCATION: DARC Main Office – 114 Bell Tavern Road, Downingtown, PA 19335**  
**Day Camp Sites – Power Play Rinks in Exton**  
(701 Haywood Drive) &  
United Sports Training Center  
(1426 Marshallton-Thorndale Rd.)  
(on some occasions the day camps may meet at alternate locations if necessary)  
**Teen Camp Site- Bell Tavern Park**  
(105 Bell Tavern Road, Downingtown, PA 19335)

**COMPENSATION: \$9.00/ hour base rate for Day/Teen Camp Leaders**  
(higher depending on years of service)

#### **PURPOSE:**

To assist the Director & Assistant Director in the coordination of the Full Day Summer Day Camp /Teen Camp Program. The regular camp hours are 9:00AM to 4:00PM, Monday thru Friday. There are extended hours from 7:30 to 9:00AM &/or 4:00 to 5:30PM that the camp staff will rotate to ensure coverage. Responsible for planning, organizing, implementing and administrating the comprehensive indoor and outdoor camp activities. Leaders are encouraged to develop a balanced schedule of events to supplement the activities planned by DARC. These events should include sports activities, arts & crafts, nature activities, organized games, etc.

#### **JOB RESPONSIBILITIES:**

1. Attend and participate in pre camp training programs and staff meetings as scheduled.
2. Report to work and be prepared to receive the participants at the daily starting time. A rotating schedule will be developed for extended hours. A check in and out procedure will be followed by parents or guardians requiring them to sign their child(ren) in and out each day. Report any children that are not on the weekly attendance sheets to the DARC Office to verify their enrollment status.
3. Supervise participants and facilities at all times.
  - a. Maintain supervision of the entire facility and enforce all camp rules and regulations. **Keep the areas safe and clean at all times.**
  - b. Maintain discipline. Refer any problem that you cannot resolve or are recurring to the Director.
  - c. Submit disciplinary action on the forms provided to the Director within 24 hours of occurrence.
4. Plan, demonstrate, teach and lead a balanced weekly program schedule. DARC will gain permission to use facilities at a certain time, but the Leaders are responsible with planning other activities each and every day. Be prepared by planning rainy day activities that **DO NOT** include the use of a TV/DVD/VCR.

5. Keep an accurate inventory of all supplies and equipment.
  - a. Maintain an inventory of all supplies and equipment.
  - b. Make sure requisitions for further supplies and equipment are turned in at least a few days prior to the activity.
6. Complete and turn in all written reports/forms as required on time.
  - a. Time Sheets – due every two weeks (*every other Friday*)
  - b. Attendance Sheets – due at the end of each week
  - c. Supply List – due one week before time needed
  - d. Accident & Incident Forms – due within 24 hours of the incident
  - e. Program Evaluation – due at the end of the season
7. Promote a teamwork environment among the staff members.
8. Work with the other Leaders to develop effective leadership skills, organizational skills, discipline &/or control of the children and situations, etc.
9. Assure the proper maintenance of the facility and that the structures, areas, and equipment are always in clean and safe condition. Report any areas of concern and/or damage that may have occurred as soon as possible.
10. Attempt to instill in the participants a sense of respect for each other and the property through the activities and your actions as an example or role model.
11. Perform other duties as assigned by the Director &/or the Assistant Director.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

\* Ability to understand, remember, and follow oral and written instructions.

\* Ability to work independently without constant supervision.

\* Ability to learn and perform new tasks and show initiative to perform new tasks without direct supervision.

\* Ability to establish and maintain harmonious relations with the public and all employees.

**MINIMUM QUALIFICATIONS:**

**Age:** Must be at least 21 years of age or have the approval of the Director.

**Education:** Preferably at least two years of study at a college in the field of recreation, elementary education, physical fitness, art, music, drama, or a related field

**Experience:** Leadership role with school age or pre school age children, e.g. scouting, coaching, bible school, etc. Experience with arts & crafts, sports, music, and/or team building activities would be beneficial.

**Maintain First Aid & CPR Certifications.** If you have Lifesaving/Life guarding Certification that will be a plus. *DARC will offer First Aid/CPR courses to give Leaders the opportunity to get certified. If interested contact the DARC Office for more info.*

**Applicant must obtain an Act 34 Background Check, Criminal Background check, and FBI Clearance. Forms are available at the DARC Office. There is a processing fee per form.**