



# **Summer Recreation Director**

TEAM: OPERATIONS

REPORTS TO: OPERATIONS COORDINATOR

## **Position Description:**

The Summer Recreation Director (or RD) is responsible for developing and leading recreational activities for campers ages 6-17. The RD's focus is to help foster community amongst camper cohorts and supplement the efforts of the Lead Counselors through games, activities, and fun. The RD must be well organized, able to work well with campers as well as fellow staff, and able to confidently lead both large and small group activities. Applicants should have a lot of energy, be well organized and be very creative and should have experience leading games and activities for youth.

## **Job Duties:**

### **Responsibilities**

- Works alongside the summer coordinators to facilitate recreational activities for all camps
- Plan, prepare, and implement 2-5 activity sessions a day for campers aged 6-17
- Set up and tear down the Faire every Friday for Day Camp
- Adjust games and activities plans to be appropriate and accomplishable for each age group
- Shop for, order, and inventory supplies necessary for all games with sufficient time for weekly activities
- Exercise sound judgment and decision-making to assess and mitigate hazards
- Effectively build rapport with campers, counselors, and Zephyr Point staff
- Role-model inclusive behavior and facilitate a positive group culture
- Maintain high energy, positive attitude, and focus on campers' and counselors' safety and enjoyment of program
- Aid with daily check-in/check-out & transportation for Day Camp program (when assigned)
- Participation in intentional community as a member of the Zephyr Point Summer Staff
- Other duties may be assigned.\*

## **Qualifications:**

### **Required Qualifications**

- A minimum of one year out of High School by June 2024
- Ability to pass a criminal background check
- Proficient soft-skills necessary to support youth and children's mental health and emotional challenges
- Strong decision-making skills, ability to work without direct supervision and adaptable to changing, dynamic environments
- Ability to manage a classroom-like environment with lots of energy
- Professionalism in attitude and appearance
- Ability to manage self-care and energy throughout a busy and intense summer

### **Required Certifications – Must be obtained by the first day of camp**

Certifications must be valid through employment end date.

- CPR/First Aid certification (Provided during staff training week, if needed)
- Youth Mental Health First Aid certification (Provided during staff training week, if needed)

### **Preferred Qualifications**

- College degree or coursework in elementary education or other related fields
- Proficiency in Spanish
- Previous experience working in a camp setting
- Experience facilitating group activities
- At least 1 year working as Camp Zephyr Lead Counselor

**Required Physical Demands**

- Ability to walk and stand on feet nearly 8 hours a day.
- Ability to walk up and down a minimum of 20 flights of stairs a day with campers.
- Ability to withstand long days in the sun and heat as well as cold windy days.
- Ability to carry up to 50lbs

**Work Schedule:**

The Recreation Director position begins June 7th, 2024 and terminates on August 11th, 2024. Activities are held daily Monday-Friday for Day Camp, Beyond Camp Zephyr, Basecamp, and Family Camp. The Recreation Director is expected to oversee all planning, supply gathering, and preparations for camp recreational activities. Most workdays will be Monday-Friday 8:30-4:30, but some weekend planning hours may be required. Work hours may vary based on supply shopping needs and planning time.

**Compensation and Benefits:**

- Compensation: \$3,750 total for the summer
- Housing in Lakeview Lodge (June 6<sup>th</sup> – August 12<sup>th</sup>)
- Meals provided Monday-Friday through term of employment
- Travel and certification stipends are available

\*The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties and skills required of employee(s) so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Zephyr Point Presbyterian Conference Center. Zephyr Point Presbyterian Conference Center abides by employment at-will, which permits the Company to change the terms and conditions of employment with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. Neither this job description nor any other written or verbal communications are intended to create a contract of employment or a promise of long-term employment. Employment-at-will may be terminated with or without cause and with or without notice at any time by the Employee or by Zephyr Point Presbyterian Conference Center.

I have read, understand, and accept this job description as defined above.

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Employee Name

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Employee Signature