



GREENFIELD PARKS AND RECREATION

280 North Apple Street

Greenfield, Indiana 46140

Park's Phone: 317-477-4340 Senior's Phone: 317-477-4343

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Website: www.greenfieldin.org Email: parks_rec@greenfieldin.org

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JOB DESCRIPTION: Summer Kid Kamp Director

DEPARTMENT: PARKS & RECREATION DEPARTMENT

HOURS OF WORK: 7:00 AM – 4:00 PM or 8:30 AM-6:00 PM, M-F (hours/days/months vary)

Operate on the Greenfield Central School Calendar

SALARY: \$10.50/HR

WORK INVOLVED

Serves as staff member for the City of Greenfield Parks and Recreation Department responsible to the Recreation Programs Director. Responsible for the daily running of Kid Kamp operations. Manage a Staff of 6-10 Members. Meet with all Park Office Staff as needed and directed. Create and/or confirm all Staff Manuals-Documentation before directed deadlines. Schedule and conduct 2-3 Staff Meetings during the program season. Conduct weekly Staff Performance evaluations. Work with program related vendors and schedule accordingly. Know and communicate all program financial procedures to Staff before and during program session. Schedule all needed program transportation before start of program. Do daily checks of program mailbox and communicate with Park Office Staff for any communication matters. Complete facility inspection reports on a weekly basis. Know, implement and direct program drop off and pick up procedures. Purchase and properly organize all program supplies before and during the camp as directed. Develop and communicate program Newsletter to parents on a weekly basis. Know, develop and properly communicate all program safety procedures and measures. Know and correctly follow all program payment procedures as instructed. Schedule all camp field trips and have them ready before the program begins. Develop and communicate all Staff work schedules before the start of the program. Create, organize, and organize all needed program facility items. Items can include but are not limited to lockers, mailboxes, labels, etc. Make sure all Staff inventory items are purchased, organized and ready prior to the beginning of the program season. Communicate with Pool Manager to set up a pool rules day and to schedule when camp will attend the pool during the summer. Plan, develop, purchase, organize, have ready all participant program items as needed/directed. Items may include t-shirts, snacks, activity planning, etc. Have all administrative office supplies ready to go when the program starts. It is required that this position know, follow, and be able to reference all Staff and Program Manuals, Presentations, Documents, etc. – as directed. Work with all Staff on program items like Flex Time, Forms, Rules, Procedures, Schedules and any other matter that would possibly go on during a program day/season. Meet all noted Goals and Objectives. Responsible for all other assigned duties under the supervision of the Recreation Director. Implement and uphold those policies of the City of Greenfield Parks and Recreation Department.

JOB REQUIREMENTS

Prefer previous professional/academic supervisory experience. Must be able to manage time at a very high level as instructed by Park Recreation Program Director. Know how to properly execute the functions Microsoft Office products. Prefer previous professional customer service experience. Experience in Parks-Recreation-Education preferred. Previous experience in schedule and supervising professional Staff Members is preferred. Past exposure/experience in working with children ages 6-12 in a recreation or educational setting is preferred. Knowing how to professionally evaluate Staff Members is preferred. Past knowledge in planning recreational activities for children ages 6-12 is preferred. Must have previous experience in handling money in a professional type setting. Business type math skills at a high school or higher level are required. CPR/ First Aid Certification is required. This position must demonstrate high levels of initiative, responsibility, and independence at all times. Being able to be flexible and adaptable are requirements of this position. Previous summer Recreation Leader experience is preferred. Punctuality and regular attendance are requirements of this position. Employee will work either the morning or afternoon shift. No vacations are permitted during program season/session. Must be able to perform all duties as assigned by Park Management. Upon hire, Employee agrees to all City-Department policies and procedures.

PHYSICAL DEMANDS

While performing the duties of this job, the Employee is frequently required to walk, sit, talk, or hear. The Employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The Employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The Employee must occasionally lift and or move objects up to 50 lbs. Specific vision abilities required by this position include close vision, color vision, and the ability to adjust focus. While performing the duties of this job, the Employee occasionally works in outside weather conditions and may be exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.



Employment Agreement

EMPLOYMENT STIPULATION(S)

Any hired applicant may be terminated or suspended at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with our without notice, at any time, at either the Employee's or the Greenfield Parks Department option. Terms and conditions of employment may be changed with or without cause, and with or without notice, at any time by the Greenfield Parks Department.

IMPORTANT-You will be evaluated to some degree at all times. This is at the request of the Parks Recreation Director. It is our responsibility to put the participants first. Be professional and know that there is a positive reason for everything that we do.

By signing this document, you are agreeing that you have received a copy of your position's job description

The Greenfield Parks and Recreation Department wishes to thank you for your past and/or future services as a Parks Program Staff Member (if hired).

You may accept this letter/agreement portion, which is not a "contract" of employment, as reasonable assurance that you will be re-employed for the next program season/session/post-break time (if initially hired). Although this serves as a potential reasonable assurance, there is no guarantee of employment at any time with the Greenfield Parks and Recreation Department. Any hired applicant may be terminated or suspended at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either the Employee's or the Greenfield Parks Department option. Terms and conditions of employment may be changed, with or without cause, and with or without notice, at any time by the Greenfield Parks Department.

Employee Name (Print Name)

Employee Signature (Sign Name)

Date_____