



Job Description: Summer Camp Leader

Reports to: Director, School Age Programs and/or Executive Director

FLSA Classification: Non-Exempt

Job Description: The Summer Camp Leader is responsible for creating an inviting, stimulating, and safe summer camp environment. A strong, positive relationship between the Leader, the School Age Program Director, and camp teachers is vital to the success of the summer camp program. The Summer Camp Leader manages all aspects of the camp in the absence of the Director of School Age Programs, including scheduling, trip planning and preparation, expense tracking, training of teachers, corresponding with parents, and driving. As a child-care professional, Summer Camp Leader is expected to contribute to a team-centered working environment that is friendly, respectful, open and honest. PIC staff work together to share ideas and to develop joint projects and activities. Within the Summer Camp Team, responsibility for the program, children and communication with families rests with the Summer Camp Leader.

Essential Functions

1. Administrative Responsibilities:

- *Camp Management:* Take responsibility for all aspects of camp coordination and success, including but not limited to the following.
- *Camp Programming:* Work with School Age Director to plan, confirm, and coordinate all details of summer activities, including scheduling of field trips, entertainment, visits to cultural institutions, recreational sites (parks, swimming pool, etc.) *Staff scheduling:* Assist staff to coordinate daily and weekly schedules; Supervise staff attendance.
- *Daily management of space & supplies:* Ensure classroom space is safe, clean and attractive; establish and maintain inventory of supplies & equipment;
- *Supply Requisitions:* Review supplies needed for successful implementation of lesson plans and to meet accreditation standards and inform the Program Director of deficits.
- *Supervise summer food program:* Reconcile attendance sheets and point-of-service forms; follow food program rules and regulations with regard to record-keeping, storage, etc.
- *Organize Camp snack and picnics:* Arrange for food ordering and delivery when/if summer food program is not primary means of feeding campers.
- *Communication:* Correspond with vendors, organizations, transportation providers and guest entertainers; function as liaison between School Age Director, teachers and parents. Write notices and post up-to-date information about camp activities; send email reminders as needed.
- *Supervise camp attendance-keeping, filing of reports:* Collect daily attendance sheets, ensure accurate counts; delegate responsibility to teachers as needed for keeping up with attendance sheets, incident reports.
- *Record keeping:* Oversee required record keeping activities and ensure the completion of anecdotal records, physical observation, developmental observations, and any other required PIC, DPW, Keystone Stars or other reports in a timely fashion. Determine the division of responsibilities for record keeping for the group.

2. Classroom or Child-Centered Responsibilities:

- *Summer Camp Activities:* Oversee all aspects of program planning, implementation, and evaluation in the Summer Camp within the guidelines of the center's philosophy.

- *Lesson Planning:* Review, approve and post detailed lesson plans that provide an appropriate balance of independent and teacher-directed activities, a broad range of experiences, and frequent opportunities for children to make choices about what they do. Assure that materials and equipment are available to support planned activities.
- *Monitor policies and regulations:* Follow appropriate practices, be knowledgeable about standards for Accreditation and Environmental Rating Scales, and Department of Public Welfare (DPW) regulations.
- *Maintain standards and discipline:* Show decisiveness in dealing with child-related incidents; make decisions based on thorough understanding of health and safety policies.
- *Physical Environment:* Oversee physical space to maximize independence of children, provide a safe and stimulating environment, enable effective use of space, and provide an attractive and welcoming environment by:
 - ✧ Organizing classroom space in a functional, clean, neat and attractive way that encourages children to use materials as independently as is appropriate
 - ✧ Labeling spaces and materials so that it is clear to children and adults in the room where things belong
 - ✧ Displaying children's work in a way that is attractive and informative to visitors and promotes children's self-esteem
 - ✧ Alerting program director to any concerns about cleanliness, needed repairs, or safety
- *Health, Safety & Nutrition:* Enforce safety rules, intervene when children may injure themselves or others, and promptly complete an incident report in the event of an injury involving children or staff. Practice infection control principles (proper hand-washing, cleaning and sanitizing toys, tables, etc.). Assist with planning and preparing nutritious snacks and consult with families to promote children's health and nutrition.

3. Team-Centered Responsibilities:

- *Team leadership:* Communicate regularly and clearly; supervise all staff, and volunteers working in the group. This includes:
 - ✧ Assist Director in providing orientation to classroom program and procedures
 - ✧ Assist in documenting performance of Summer Camp Teachers and Assistants as requested by School Age Program Director
- *Team meetings:* Assist the Program Director in scheduling and conducting regular staff meetings, for the purpose of discussing the progress of Summer Camp, the needs of individual children, lesson planning, program evaluation and problem-solving.
- *Classroom coverage:* Ensure that Summer Camp staff coverage follows DPW guidelines and, if not, inform the scheduler and/or Program Director. Remain on duty if necessary to assure recommended child: staff ratios, even if beyond scheduled shift.
- *Coordinate and assist with driving schedules:* be prepared to drive children to off-site activities; coordinate routes and driving schedules; communicate safely with other drivers and School Age Director as necessary

4. Organization-Centered Responsibilities:

- *Center-Wide Events:* Promote center-wide activities among the families enrolled in Summer Camp.
- *Newsletters:* Prepare articles for center newsletters that highlight special events and educational activities, using this tool to educate parents about how children learn.
- *Communication:* Stay abreast of what's happening in the center and keep families informed with updated bulletin boards, current lesson plan, important notices, etc. Be aware of policy, guidelines or other changes by reviewing items on bulletin board and or distributed in mailboxes or via e-mail. Ensure that other members of the team are informed of changes or important information.

Additional Skills

- Ability to be flexible in scheduling to meet the needs of the overall program
- Excellent communication skills, verbal and written
- Honesty, integrity and commitment to confidentiality
- Imagination and sense of humor
- Proven leadership ability
- Evidence of being a problem solver
- Basic computer skills and familiarity with word processing, spreadsheet, and digital imaging programs (i.e., MS Word, Excel, downloading photos).

Qualifications

- BA in Education or related field and a minimum of one year’s experience working in a leadership capacity with children in group care, eg. Lead Teacher or Program Coordinator. Candidates with unrelated BA must have two years’ experience working with children in a leadership capacity in an educational, summer camp or after-school setting.
- Education and experience requirements must meet the current applicable regulations for DPW, SACCA, and Keystone Stars.
- Knowledge of DPW regulations; Keystone Stars level 4 standards; PA Early Childhood Standards; Council on Accreditation criteria. If not knowledgeable, willingness to learn these standards is required.
- *First aid/CPR*: Preference given to candidates with pediatric first aid training.
- *Driver’s License*: Minimum of five years’ driving experience, preferred experience includes driving a 9-passenger vehicle/van, transporting passengers, driving in an urban setting

Physical Requirements and Work Environment

- Be able to lift children up to 50 pounds.
- Be able to walk, bend, stand, squat or sit on the floor (with children) throughout an 8-hour day.
- Be able to walk up and down steps several times each day.
- Be able to physically respond quickly in an emergency.
- Be actively engaged and involved with children each day; including planning daily outdoor time in all ranges of temperatures or humidity levels, subject to safety guidelines.
- Understand the risk of exposure to blood and bodily fluids and use universal precautions in such instances.
- Be able to travel to various locations for field trips or outings. On these occasions, public transportation or other acceptable modes of transportation may be employed.

Declaration: The foregoing description of duties and responsibilities is not a complete description of the responsibilities and duties that are assigned to a Group Leader and should not be interpreted as such.

Philosophy: *The Parent-Infant Center supports parenting by enabling children to grow and learn in a safe, stimulating, loving environment.*

We believe that a high quality early childhood program promotes the physical, social, emotional, and cognitive development of young children while also responding to the needs of families. We encourage children to develop at their own pace and we are committed to making each child feel valued and special. We hope our children will grow to believe that they can make the world a better place.

Acknowledgment: I acknowledge that I have read and understand the requirements of this job description, have reviewed the center’s philosophy and agree to abide by them.

Employee’s Signature _____

Print Name: _____ **Date:** _____