

Summer Day Camp Director

Job Description & Responsibilities

Job Responsibilities:

- Oversee the Summer Day Camp staff, managing the employee schedule for the summer
- Coordinate with the Summer Day Camp Assistant Director in planning, coordinating, and overseeing the Kiddie Camp program.
- Plan the schedule of field trips and activities for the summer.
- Work with the Head of School to market the Summer Day Camp program and recruit students
- Oversee the summer day camp enrollment process and manage student attendance and staffing
- Manage parent email list and send weekly Day Camper newsletter to all parents informing them of the activities and announcements for the following week, as well as any important email announcements to kiddie camper parents throughout the summer
- Manage all student and staff paperwork in compliance with accreditation and licensing requirements.

Requirements include but are not limited to:

- Must agree and sign CCS Faculty Handbook to include the CCS Faculty Statement of Faith
- Must complete and pass all background checks and DHS staff file items needed
- Must have experience with children
- Must demonstrate the love of God to the Coventry Kids and be willing to work toward the growth and development of each child.
- Must be able to work well with a team.
- Must be 18 years old and have a high school diploma or GED. Associate or Bachelor's Degree is preferred.