



Summer Youth Program - Program Director Job Description

Summary:

The Program Director oversees the day-to-day operation of the summer youth program and is responsible for ensuring the operation is running smoothly, the children are having fun and are actively involved, and that the environment is conducive to fun and safety. The Program Director provides supervision, structure, instruction, and support to the Activity Specialist and Counselors, may also assist in managing behavior problems that might arise.

Our Summer Days Program will operate on the following schedule:

- Pre-summer prep/ Interviews/ Staff Training (Months of February-June 2024)- about 10 hours/week
- Summer Days Program- June 22-August 14, 2026 (July 3rd off)- 40 hours a week
- Due to the essential nature of this position, there will be only 5 days of approved time off during the program

Duties and Responsibilities:

- Oversees supervisory staff including an Assistant Program Director, Activity Specialists, Lead Counselors, and Counselors. Oversees/ works cooperatively with supervisors/assists with supervision and training of all staff.
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
- Maintains surveillance of the facility and its participants, acts immediately and appropriately to secure safety of patrons in the event of emergency, ensures safety of participants and staff.
- Provides emergency care and treatment as required until the arrival of emergency medical services.
- Sets up program location prior to opening for the season, and clean up and store everything at the close of season.
- Performs various maintenance duties as needed/directed to maintain a clean and safe facility and equipment.
- Prepares and maintains appropriate activity reports, employee paperwork, etc.
- Performs miscellaneous job-related duties as assigned.
- Assists as needed in interviewing candidates and making recommendations to the Recreation Director
- Assists in planning summer programming
- Calculates and submits payroll for employees on a bi-weekly basis.
- Attend weekly meetings, if necessary, with the Recreation Coordinator and one or more Recreation Commissioners for the purpose of reviewing budget issues, scheduling issues, and personnel issues.



- Prepares report the last week of the season to the Recreation Commission giving an overview of the program, listing inventor, and making recommendations for the future.

Minimum Requirements:

- Must be age 21+.
- Must have current certification for CPR and First Aid by a recognized source.
- Must have previous supervisory experience and been a counselor for at least 3 years.
- Must have a CORI check

Knowledge, Skills and Abilities Required:

- Must act and look professional at all times.
- Must have strong leadership skills, experience working with children, an outgoing and positive personality and be self-motivated, highly organized and have the ability to effectively engage and lead a group of children and staff.
- Must, be a positive role model, show good judgement with decision making, demonstrate leadership skills, be responsible, trustworthy, honest, sincere and helpful.
- Must be able to effectively communicate with a group of children and parents, and have the ability to follow routine verbal and written instructions.
- Group Management skills including keeping headcounts and maintaining proper staff: children ratios, handling conflicts within the group in a positive and constructive manner, and adapting to change such as a change in schedule or timing of an activity and being able to quickly improvise and implement a game or activity on your own.
- Ability to react calmly and effectively in emergency situations and stay neutral and calm when handling difficult situations.