



JOB POSTING

Applications Accepted
Through April 18, 2016

Position: Day Camp Director
Department: Community Services / Day Camp
Employee Category: Temporary / Seasonal Full-Time
Hourly Salary: \$10.87
Work Schedule: Monday – Friday from 7:00am – 6:30pm
To Apply: Applications available on our website www.bedfordtx.gov/hr or at City Hall Building B - 2000 Forest Ridge Drive. For more information, contact the Recreation Program Coordinator at 817-952-2307.

JOB SUMMARY: Responsible for supervising the Day Camp Leaders with their camp interactions, scheduling of the Day Camp Leader Staff, scheduling of daily camp activities, as well as supervising and/or participating in the daily camp activities with the day camp participants. Provide a safe atmosphere for activities to be held. Have direct responsibility for the camp itself, Day Camp Leaders, and the camp participants.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED; or 1 to 3 months related experience and/or training; or equivalent combination of education and experience.
- **Preferred:** Some college/university coursework or equivalent; or a Teacher's Certificate; or AED.
- *First Aid and CPR training will be provided.*

SKILLS AND EXPERIENCE:

- Working knowledge of staff supervision, supervising children in a day camp setting, recreational games, crafts, and activities.
- Ability to actively participate in games.
- Ability to complete duties and work assignments with minimal supervision.
- Demonstrated ability to communicate well with the public and especially when interacting with children.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Working ability to supervise children of varying age levels in group settings (15:1 camper to staff ratio).