

## **Day Camp Programmer**

### **Job Description**

#### ***Conditions of Employment***

##### **Position**

1. The position that you are applying for is a non-career, seasonal Day Camp Programmer in the Recreation Division of the Parks and Recreation Department.
2. The job assignments for this position include:
  - Schedule and coordinate trips, staff and activities for School Break Camps in February and March/April.
  - Assist Marketing Analyst with marketing and promotion of School Break Camps.
  - Assist Recreation Programmer with recruitment, hiring and training of seasonal camp staff and volunteers.
  - Work with Camp Directors to schedule field trips and buses for day camps within budget.
  - Work with Camp Directors to order supplies needed for day camps within budget.
  - Assist with invoicing and bill payment for field trips and camp activities if needed.
  - Work with Marketing Analyst with marketing and promotion of summer day camps.
  - Work with Recreation Programmer to ensure that camps are compliant with State of Michigan day camp licensing rules.
  - Assist with Specialty day camps (i.e., Oakland County Oak-Ventures Camp).
  - Supervise camp staff and volunteers, conduct meetings when needed, address questions and concerns.
  - Ensure safety and well-being of staff, volunteers and campers.
  - Assist parents with questions and concerns.
  - Work with Facility Supervisor and Pool Manager in scheduling camp swim lessons, special events and daily use of pool.
  - Work with Beech Woods Facility Supervisor to ensure that registration and camps are running smoothly.
  - Work with P&R Front Desk Manager to ensure that registration is running smoothly.
  - Learn Active registration system, input camps and make changes when necessary.
  - Perform various other duties as determined by Recreation Programmer.
3. This position reports directly to the Recreation Programmer.

## Schedule

1. Hours before camp sessions begin will be 9:00 am to 5:00 pm, Monday through Friday, beginning the first full week in January. Must be flexible for staff recruitment, interviews, training, etc. Some weekends may be required.
2. Hours when camps are in session (mid-June – mid-August) will be 8:45 am to 4:45 pm, Monday through Friday, but must be flexible when necessary.
3. Hours after camp sessions end will be 9:00 am to 5:00 pm, Monday through Friday, beginning mid-end August and ending the last week in September. These hours/dates may vary.
4. Position will not report to work on the following holidays:
  - January – Martin Luther King, Jr. Day
  - February – President's Day
  - April – Good Friday
  - May – Memorial Day
  - July – Independence Day
  - September – Labor Day

## ***Salary and Benefits***

This position currently pays \$17 hourly. Persons serving in this position are not eligible for fringe benefits.

## ***Qualifications***

You must be 21 years of age and have experience working with children to obtain this position. Persons serving in this position shall be organized, outgoing, fun, love working with children and people, have 8 weeks full-time experience working with a population similar to that which camp serves, and have 4 weeks full-time administrative experience in an organized camp or related program. All counselors must pass a criminal history check through the City of Southfield and a Live Scan Fingerprint Background Check.