



**Position Title:** Day Camp Coordinator

**Department / Location:** Various Locations

**Job Classification:** Part-Time Summer (May – August)

**Reports to:** Recreation Program Coordinator

**Supervises:** Day Camp Counselors and Day Camp Participants

**Position Summary:** The Day Camp Coordinator is a part time position responsible for the direct supervision of the Day Camp Programs (Camp Wau-wau-tae-sie, Camp Arrowhead and Outdoor Adventures) and Day Camp Counselors. This position requires planning, implementing and supervising various nature and outdoor activities for youth in our Day Camp Programs.

**Qualifications:**

- Independent self-starter, who can work with low supervision.
- Possess strong leadership qualities.
- Great organizational and time management skills.
- Creative, always finding new ways to keep the participants involved.
- Possess patience, empathy and enthusiasm.
- Safety conscious.
- Responsible and reliable.
- Portrays a positive and energetic attitude.
- Ability to stand and be outdoors for long periods.
- Experience working with youth.
- Basic knowledge of outdoor activities, i.e. archery, fishing, canoeing, hiking and swimming.
- Ability to adapt and change lessons based on the needs of the participants.

**Essential Job Functions:**

- Plans and implements various outdoor activities.
- Supervises both instructors and participants.
- Resolves problems with parents and others as they arise on site.
- Wears appropriate attire and staff shirt.
- Arrives at least 15 minutes early to the sites. (RAIN OR SHINE!)
- Organizes equipment and supplies needed prior to camp starting.
- Emphasizes having fun and teamwork.
- Teaches the basics/fundamentals.
- Purchases supplies at grocery store for Camp Arrowhead.
- Attends orientation and staff meetings.
- Arrives at camp well prepared, with a lesson plan.
- Never leave a child unattended, you must stay with them until their ride shows up.
- Assists the program coordinator whenever needed.
- Disciplines the participants when needed.
- Completes incident/accident reports whenever necessary.
- Keeps equipment and storage boxes neat and clean at all times.



**Special Requirements:**

- Reliable transportation.
- Must be available the entire summer.

**Physical Requirements:**

- The employee must be able to complete all physical requirements of the job with or without a reasonable accommodation. Physical requirements will include sitting, standing, walking, lifting, carrying, reaching, pushing, pulling.

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By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Wauwatosa School District reserves the right to change duties, responsibilities or activities with or without notice.

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Employee Signature

Date Signed