

Germantown Academy
Day Camps and Summer Programs

Job Title: Activity Director
Classification: Exempt (Seasonal)
Reports to: Curriculum Coordinator
Dates of employment: 8 Weeks

Position Purpose:

To further the mission of the camp through the delivery of fun, diverse, and thematic camp programming. Design and Implement activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in over-all Day Camp Operations.

Essential Job Functions:

1. Design, Plan and Implement Thematic Programming
 - Complete "Activity Director Planning Document" no later than May 1
 - Submit Supply List/Request Form no later than May 1
 - Gather all supplies need from supply area the week prior to planned activities
 - Create and ready alternative plans for rainy day or extreme heat
 - Prepare Activities for subs, as needed
 - Provide information for the camp newsletter about your weekly activity
 - Report any issues with your schedule to your Assistant Camp Director
2. Teach campers grades 1 - 6 in a specific area or subject
 - Lead, supervise, and guide a unit of approximately 15 campers (some activities may be double unit)
 - Fill the entire Activity Period (approx 30 minutes)
 - Consistently provide routine and expectations for campers
 - Assign jobs for counselors and CITs when assisting in your activity
 - Plan a well-balanced program based around each week's theme
 - Use any prep periods to prepare materials or assist in an alternate activity
3. Assist in Day Camp Operations
 - Lead Choice Activities as scheduled
 - Assist with all special events
 - Assist in Arrival and Dismissal, as assigned
 - Assist with Morning Assembly
 - Attend all Trainings
 - Attend weekly planning meetings
4. Act as a Camp Leader
 - Maintain good attendance and punctuality
 - Maintain confidentiality regarding personal issues surrounding all staff and campers
 - Maintain a professional attitude

Qualifications:

- College graduate with Education studies preferred (or equivalent camp experience).
- Previous work with children (2 years at Summer Camps, schools, or afterschool setting).
- Previous curriculum building experience.
- Excellent classroom management skills.
- Excellent leadership and communication skills.
- The desire have a fun, rewarding summer of growth and opportunity.