

**Germantown Academy
GA Summer Camps**

Job Title: Activity Director

Classification: Exempt (Seasonal)

Reports to: Assistant Day Camp Director

Dates of Employment: 8 Weeks

Position Purpose:

To further the mission of the camp through the delivery of diverse 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 programming based on the weekly themes.
 - Complete "Activity Director Planning Document" by date set by supervisor.
 - Submit Supply List/Request Form by date set by supervisor.
 - Maintain and inventory all supplies throughout the summer and report any items that need replacing.
 - Create and ready alternative plans for rainy day or extreme heat.
 - Prepare activities for subs, as needed.
 - Provide weekly highlights for the camp newsletter about your activity.
 - Lead, supervise, and guide a group of approximately 16 campers.
 - Consistently provide expectations for campers and counselors.
 - Plan to work 8 consecutive weeks over the summer.
 - Assign jobs for counselors and CITs when 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
 - Assist with all special events.
 - Assist in arrival and dismissal.
 - Assist with Morning Assembly.
 - Attend all trainings.
 - Attend Monday morning 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
- Previous curriculum building experience.
- Excellent classroom management skills.
- Excellent leadership and communication skills.
- The desire have a fun, rewarding summer of growth and opportunity.