



CAMP JOYFUL SOLES DIRECTOR

The role of the Director is as a manager and supervisor of the daily activities of Camp Joyful Soles. The Director's ultimate goal is to maintain the integrity of the ideal camp environment: one that is safe, supportive, and fun for all campers. The Director's chief responsibilities that help achieve this goal are: the training & evaluation of staff members throughout the summer, planning out each day's schedule including creating and implementing strategies to help each child be as successful as possible. The Director answers to the Program Coordinator.

List of Responsibilities:

- Maintain all camp documents including daily attendance sheets, time sheets, weekly calendars, accident reports, staff evaluations, and status reports
- Handling all public relations when visited by special guests or going to the pool
- Conducting staff meetings
- Enforcing camp schedule and protocol
- Handling any significant camper behavior problems
- Communicating with parents frequently about their child's success at camp
- Designing and teaching staff new activities to implement with the campers

List of Qualifications:

- College diploma with a specialty in Special Education with 2 years' experience working in a school/camp setting or any equivalent combination of education & experience to meet the above stated responsibilities
- Experience working with individuals with special needs/mild disabilities
- Education or training to work with people with special needs/mild disabilities preferred
- CPR/First Aid/AED certification preferred

Hourly Pay Rate:

- \$18

To Apply:

Please provide a Letter of Interest and email it to recruiter@cityofmiltonga.us or fax it to (678) 242-2499. If you have any questions, please contact Sam Trager at (678) 242-2516.

Position is considered open until filled.