****

***SPECIALTY CAMP- SUMMER PROGRAM DIRECTOR***

Purpose: to lead daily operations of all Specialty Camp Programs, with assistance from the Director of the Auxiliary Program. Specialty camps are defined as all TMI run summer programs that are not Panther Day Camp. (Athletic Camps, Innovation and Design Camps, Art Camps, Marksmanship, etc.)

Accountability: Summer Program Director is responsible to the Director of the Auxiliary Program.

Responsibilities:

* Plan and coordinate the Specialty Camps, along with the Director of the Auxiliary Program
* Create weekly schedules with assistance from Director of the Auxiliary Program
* Leads Staff meetings when needed
* Operates Flow of Camp
* Expectations of involvement with your group each week:
	+ Leadership and guidance of Specialty Camp Leaders and the assigned Giveback Counselors
	+ Help resolve camper issues as they arise
	+ Supervise and assist campers and staff in clean up each day
	+ Be with counselors and campers at all times (unless on a break)
	+ Keep campus clean throughout the week. Set an example by picking up trash when you see it.
* Interact with children, parents/guardians and co-workers in a professional manner at all times.
* Participate in the life of camp; assist where needed and directed by those in charge.
* Assist in as needed communication with campers’ parents and families
* With assistance lead the check in and check out process/ set up and take down
* Interpret and enforce safety and health regulations in the camp. Implement rules and policies for campers and staff
* Assist the Auxiliary Program Director in program observations and evaluations
* Other duties as needed, delegated by the Director of the Auxiliary Program.
* Help plan and lead Staff Development (SD1): Week of May 22- 31 , 2024

This is a paid hourly full summer position. Employment dates: May 22-July 26, 2024 (possibly to come in a week or two earlier/ part time) The expectation is to be available to work 7:45am-5pm/Monday–Friday each week. Discounted fees may be available if enrolling your own children in summer camp.