

**CITY OF MIAMISBURG
PARKS AND RECREATION DEPARTMENT**

INFORMAL POSITION DESCRIPTION

Title: **Day Camp Coordinator**

Minimum Age: Must be at least 18 years old to apply.

Pay Range: Starting at \$9.98 per hour

Illustration of Duties & Responsibilities:

1. Work directly with the Recreation Programmer and Youth Program Coordinator to plan, coordinate, implement and supervise the total operation of the youth summer camp program.
2. Manages all Day Camp staff including scheduling and evaluating.
3. Conducts weekly staff meetings with the day camp staff.
4. Maintains accurate records of attendance, consent forms, emergency medical forms, and parental instructions, for all participants.
5. Monitors and provides a safe environment for day camp participants, staff and visitors.
6. Develop a weekly newsletter to parents/guardians regarding the week's activities and field trip information.
7. Communicate effectively with parents and/or guardians at all times.
8. Will be responsible for overseeing and supervising the Day Camp program in various locations such as Parks, Aquatics Center, and Field Trips.

To request a complete job description, please e-mail parksandrec@cityofmiamisburg.com