

Camp Meadowood Springs

Speech and Language Summer Camp

Job Title	Activities Director
Job Summary:	The Activities Director participates in the hiring and training of Rec Counselors. During camp the Activities Director provides supervision and leadership of Rec Counselors. The Activities Director helps create the activities schedule and oversees the execution of daily activities.
Supervisor:	Camp Director
Qualifications:	<ol style="list-style-type: none"> 1. Must be at least 21 years of age 2. Previous administrative or supervisory experiences 3. Must pass a federal background check 4. Current first aid/CPR certification 5. Experience with children 6. Must be able to lift 50lbs. 7. Must be able to live in a cabin during camp (adult cabin, not with campers).
Responsibilities	<ol style="list-style-type: none"> 1. Actively recruit, interview, and hire qualified Rec Counselors. 2. Communicate with staff before camp regarding ways they can prepare for their role, orientation schedule, what to bring, etc. 3. Oversee the follow-through of necessary staff paperwork (waivers, background checks, etc) 4. Provide training to Rec Counselors prior to the start of camp. 5. Review and approve activity lesson plans. 6. Collaborate with the Camp Director and Clinical Director to create the daily camp schedule. 7. Participate in meetings with the Camp Director and Clinical Director as needed throughout camp. 8. Give regular feedback to camp staff during and after camp sessions 9. Oversee camp clean-up at the completion of camp 10. Complete performance review survey and conduct exit interviews with cabin counselors members 11. Assist in follow-up communication with families after camp (parent surveys, follow-up calls, etc) 12. Review and update staff job applications each year
Compensation:	<ol style="list-style-type: none"> 1. Housing (cabin) 2. Breakfast, Lunch, and Dinner on camp days 3. \$1000/season
Status	Seasonal (July)