



## **SITE DIRECTOR WANTED**

FOR 2 WEEK OUTDOOR DAY CAMP in TILDEN PARK, BERKELEY

CAMPERS AGES 3-4 (about 21 kids each week)

8/16-8/27

The Site Director opens camp and leads the program of up to 21 campers and 2 additional counselors until the end of the basic day at 3:30p.m.

### **Responsibilities include, but are not limited to:**

#### *Curriculum Development and Implementation*

- ❖ Implementing and overseeing the program in accordance with pre-planned daily schedule and activities, as well as the policies and philosophy of the camp. Leading campers in games, songs, and activities.
- ❖ Improvising when necessary.
- ❖ Encouraging and inviting counselors and youth leaders to share their talents at camp.

#### *Team Building*

- ❖ Co-creating a team teaching atmosphere that is cooperative, fun, respectful, and openly communicative.
- ❖ Inviting all team members to articulate goals for themselves and helping them achieve.
- ❖ Include youth leaders in the team atmosphere.

#### *Supervisory*

- ❖ Giving clear instructions and well defined expectations to staff and youth leaders regarding their daily and weekly duties.
- ❖ Supervising staff and youth leader contact and communication with parents and campers.
- ❖ Planning and leading weekly Wed. afternoon team mtgs at the site using MBC team mtg. agenda template.
- ❖ Prepping for upcoming sessions by reviewing camper special needs and allergies, youth leadership info, and program plans weekends before camp sessions.
- ❖ Reading emergency contact forms to understand any special needs or allergies of campers.
- ❖ Setting appropriate boundaries to promote campers' emotional and physical health.

#### *Management*

- ❖ Reviewing materials to make sure items are at camp for projects and communicating with counselor responsible for operations and Operations Director as needed.
- ❖ Maintaining excellent written records regarding campers dropping into PM program or parents arriving late, so that office can easily bill.
- ❖ Insuring proper care and storage of camp materials and vans.
- ❖ Being proactive with office and Founding Directors to insure that camp is well run.

#### *Communication*

- ❖ Positive, regular communication with parents and other caregivers, who drop off and pickup their children daily, regarding campers and any necessary details about the program.
- ❖ Regular communication with Founding Directors regarding campers, counselors, staff and the program. Being proactive about feedback.
- ❖ Exhibiting sensitivity to the individual camper and his/her particular cultural, socioeconomic, and emotional background.

- ❖ Guiding each camper to become aware of him/herself as an individual and as part of a group
- ❖ Using positive conflict resolution and discipline in accordance with the philosophy of the camp.
- ❖ Respectful communication with park employees and other park attendees.
- ❖ Promoting Monkey Business Camp to current clientele and potential customers.

Please read a counselor job announcement to learn about their responsibilities.

**Requirements Include:** Send your resume only if you can commit to these:

1. Commitment to working onsite 2 weeks, 8/16-20 and 8/23-8/27. Weekends are the only permissible days off. Let us know if you are able and willing to work Mon and Tues, 8/30 & 31, with the 5-7 year old group in Tilden.
2. Lead an on site orientation- for 2 staff on Saturday, Aug 14<sup>th</sup> 2-5 p.m. before camp begins.
3. Participate in planning, discussing procedures, making shop lists, helping direct resource person re: site needs for about 18 hours. This time can be split up and should start by mid-July. Some time will be solo, some with Program Director(s).
4. Plan and lead weekly team meetings (about 1 hours) Wed afternoon from 4:00-5:00ish on site. Meet with Program Director as necessary. Review paperwork and program plans for upcoming sessions to prep for mtgs.
5. Reading about camp details in July, prior to starting camp- about 4 hours.
6. Ability to drive Ford van filled with materials, not campers, to and from site and street outside Tilden each day. No special license required, but we will need to check your driving record.
7. Access to use of a car throughout the summer, for easy ability to get to and from the site.
8. Prior experience supervising a large group (at least 20) of children and staff members (at least 2).
9. By the 2<sup>nd</sup> week of August: CPR and First Aid certification required.
10. Within two weeks of being hired: TB Negative Test Result; police clearance to work with children.

Check us out on the web at [www.monkeybusinesscamp.com](http://www.monkeybusinesscamp.com)

**Hours:** 8:00a.m.-4:10p.m. Please note: 8:30a.m.-3:30p.m. with campers; other hours for prep/clean  
Wed afternoon team meetings-4:00-5:00ish on site  
Planning hours before August sessions begins  
Orientation

**Pay:** \$16-\$20/hour, depending on education, experience and years at our camp; stipend for staff training

Please email a cover letter, resume, a photo and three professional references to [office@monkeybusinesscamp.com](mailto:office@monkeybusinesscamp.com). We ask for a photo to get a better sense of you, but it is not required.