JOB DESCRIPTION

Job Title: Summer Camp Director
Venue: Coral Ridge Ice Rink
Company: Spectra Venue Management
Department: Operations
Reports To: Asst Ice Rink Manager
Supervises People (Y or N): Y
Part Time
Status: Temporary

JOB SUMMARY:
Under general oversight, this position has responsibility to independently oversee the Coral Ridge Ice Rink Summer Camp programming. The position is responsible provide a safe and healthy, active, learning environment for campers during limited weeks in the summer months. The employee must maintain excellent attendance and professionally represent the Company with students and parents.

ESSENTIAL JOB FUNCTIONS (including, but not limited to…):

- Responsible to train & mentor off-ice camp support staff members, providing direction to Counselors as required / directed
- Responsible for the planning, coordinating and execution of daily activities off ice including, but not limited to, crafts, art, games, music, one movie based on a planned camp theme
- Organize camp check-in / out materials including registrations and nametags
- Provide welcoming environment at upon arrival and help campers orientate to camp as required
- Get to know campers and understand parent / caregiver expectations and regularly converse with parents at pick-up and drop-off
- Work with campers to provide a safe, nurturing environment to help them grow in experiences and insights (age K – 6th)
- Assist with establishing safety procedures, emergency procedures in accordance with company health standards, and following local, state and federal laws
- Professional and responsibly manage issues that arise including, not limited to, camper behavior issues, parent concerns, other camper issues; reporting escalated concerns to management
- Maintain camp supplies within established budget and with Ice Rink Manager approval
- Establish positive & professional relations with all staff, supervisor, and management
- Provide a polished, fun, enthusiastic camp experience for all
- Report unsafe working conditions, injuries, employee concerns, or escalated situations to management
- Must work on-site, maintain excellent attendance, and contribute to a safe & healthy work environment.

REQUIREMENTS:

- High school diploma or equivalent
- Some college preferred with concentration in Education, Event Management, Social Sciences or similar field
- Highly organized with above average communication / interpersonal skills
- Creative individual with demonstrated solution driven coordination ability
- Self-motivated, ability to work independently and as part of a team
- Experience in the oversight of children with maintaining parent / caregiver relations preferred
- Demonstrated understanding of providing safe and healthy environment for children
- Experience in an entry-level supervisory / lead position preferred
- Ability to work a varied schedule as required
- Ice skating experience is not required
- Availability for most, if not, all camp dates from June - August

INTELLECTUAL/SOCIAL, PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The intellectual/social, physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
**Intellectual/Social demands:**
While performing duties of this job, the employee is continuously asked to multi-task under time constraints and with moderate to high pressure situations. Position requires constant attention to precise details and accuracy of specified standards including following verbal, written or diagram instruction; following simple to complex (more than 3 steps) instructions and concentration which frequently extends beyond 30 minutes at a time. Employee in this role will constantly be in leadership role; this requires directing others either verbally or in writing to complete tasks in prescribed time frame. Employee should maintain a well-groomed appearance. This position also requires constant use of interpersonal skills including ability to direct, motivate staff and foster collaboration, ability to recognize and resolve conflicts; ability to openly communicate professionally with clients / guests. Proficiency of the English language verbally, in writing, and to read company information and communicate to teams. Ability to hear and respond quickly in high pressure situations requests from clients, employees, etc. Use of company equipment such as computer, phone, copy machine, scanner, calculator.

**Physical demands:**
Employee will regularly move about inside and outside various areas of the facility before, during, after camp on flat and uneven terrain; reach, push, pull using hands, arms and shoulders. Position will occasionally require the employee to frequently bend, kneel, stoop, or crouch in activities or children interactions. Required to constantly adjust visual focus close & at a distance to monitor environment and children. Employee will occasionally be required to identify or match colors/tones. Employee may regularly be required to lift up to 20 lbs, push/pull 100 lbs; occasionally lift up to 50 lbs.

**Work environment:**
The duties of this position are performed primarily indoors in a cold ice rink environment. Exposure to wet / slick floors including ice. The noise level in the work environment is usually minimal to moderate during non-event days and when not operating equipment; and moderate to loud during event days when equipment is in operation. Employee leads a team in crowded workspaces.

No job description for a position could possibly include all of the duties which may be requested by guests or required by the site / venue. The following is a summary of the major responsibilities of this position, but it is important to understand that you may be required to perform other tasks, as outlined by a supervisor or manager.

This job description is subject to change.
Spectra is an Equal Opportunity Employer. Drug-Free Workplace.
I have read and understand the above job description. I am also aware that these responsibilities may change from time to time with or without notice.

SIGNATURE: ______________________________________ DATE: ______________

PRINTED: ______________________________________