

Title: Parish Summer Staff Director
Classification: Stipend

Status: Full-time; 10 weeks
Reports to: Parish Extend & Summer Director

JOB SUMMARY

The Parish Summer Camper Staff Director is a full-time position that entails working eight of ten weeks of summer camp, with the responsibility to oversee a team of camp counselors as they work in Day Camp and in peripheral camp activities such as carpool and lunch.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Act as assistant to Parish Summer Director in leading the team of counselors in the carrying out of their responsibilities and daily work.
 - Act as lead contact for Parish Summer Counselors as it relates to the Day Camp daily schedule and activities and the counselor schedules.
 - Assist Parish Summer Director in hiring and scheduling counselors and CITs.
 - Work with Parish Summer Administrative Team to ensure efficient, well supervised and well-coordinated camp days take place.
 - Review camp schedule and ensure logistics are well thought out and appropriate plans are in place.
 - Participate in the morning and noon drop-off in the role of directing counselors so as to most efficiently utilize all available staff. Participate in carpools, ensuring counselors are best utilized in roles to ensure the most efficient carpool process.
 - Visit Day Camp rooms and assess classroom management and work with counselors on this aspect of their position.
 - Assist with training of all teachers and staff, including adequate supervisory skills and Parish specific protocols.
 - Assist with the creation of and become familiar with training plans for and oversee the work of CITs.
 - Oversee and supervise the camper lunchroom and ensure counselors are supervising campers adequately and that the before and after lunch camper sorting operates effectively and that counselors know and carry out their roles.
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The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.
