



## JOB SPECIFICATIONS

**JOB TITLE:** TCA CAMP STEM Camp Director

**REPORTS TO:** TCA Youth Program Specialist

**LOCATION OF JOB:** TCA CAMP STEM Summer Youth Sites:

NORDC St. Bernard Rec Ctr. 1500 Lafreniere St. NOLA 70122

**SUMMARY OF JOB:**

The TCA CAMP STEM Camp Director is responsible for the overall supervision, day to day operation and safety of the campers, staff and site. The Camp Director will supervise the Summer Camp Counselors/Instructors and Camp Team Leaders. The Camp Directors are highly qualified individuals, who will facilitate all activities of the program at the camp site. Period of employment includes Tuesday, May 31, 2016 through Friday, July 29, 2016.

**JOB Duties:**

1. Provide supervision and management at a TCA CAMP STEM program location. Ensure that the programmatic schedule and activities are implemented in accordance with the program plan.
2. Responsible for the distribution, collection, and management of program documents (including sign-in and out sheets, time sheets, forms (such as emergency contact, food allergy forms, parent notification of discipline conference and incident) and fliers at your site.
3. Responsible for maintaining the condition of the site with regard to the daily youth and program activities.
4. Maintains the integrity of the TCA CAMP STEM program and TCA through intended and inadvertent actions.
5. Responsible for providing reliable information on the program and referring individuals to responsible parties when needed.
6. Maintain and update camp roster, facilitate daily sign in and out process, verify and track attendance and tardiness. Maintain copies for camp site files.
7. Compiles data, provides reports and maintains files on the campers served ensuring accuracy and organization of records and program correspondences. Ensures all written correspondences are proofed, concise and professional. Provides evidence of any deviation from the program schedule with justification attached.



8. Inform TCA Youth Program Specialist and keep a file of occurrences and events that may seem important, challenging, or problematic including incidents with campers, their families, employees, volunteers, etc. Any incident or accident involving a summer camper must be reported to the NORDC Main Office via the Incident Report form, within 24 hours of the incident/accident. Any incident/accident requiring EMT, Police, and Hospital must be reported immediately to NORDC immediately within 30 minutes or less of incident/accident.
9. Attend all team and staff meetings, orientations, trainings as required and requested by NORDC, TCA President/CEO and TCA Youth Program Specialist.
10. Follow TCA CAMP STEM staff dress code and act professionally at all times.
11. Collect Swim Release Form for all campers and present a typed roster to NORDC lifeguards every time your camp visits the pool. Ensure at least one counselor per fifteen swimmer gets in the pool with the children, as well as a counselor must be on deck available for bathroom needs and emergencies.
12. Develop a TCA CAMP STEM Newsletter to update parents weekly.
13. Escort and participate in all activities and field trips, service provider activities, culmination activities and classroom instruction. Ensure banners are visible on buses for every field trip and special event. A first aid kit must be brought to all field trips/special events.
14. To submit a master schedule of daily activities and field trips. If there are any changes made to these schedules, NORDC must be notified within one (1) hour prior to the proposed schedule change. Ensure field trip schedules are posted at the entrance of the camp site.
15. To pay attention to detail when completing assignments and while supervising campers. To observe and comply with the NORDC Youth Camp Policies and Procedures Manual.

**QUALIFICATION REQUIREMENTS:**

The applicant will be highly qualified with youth program delivery experience. Applicant must demonstrate leadership potential and be proficient in Microsoft Office Products. Applicant must enjoy working with youth and possess customer service skills in order to serve the participants, their families, and partnering agencies, companies, and organizations.

Applicants will need to complete the TCA background screening, which includes record check, drug testing and reference validation. Applicant is required to complete the darkness to Light online training program and CPR requirement.