



YES! Summer Program Manager

Job Description

Job Description

Temporary, full-time position. Reports to Town Manager and work under the direction and supervision of the Parks & Recreation Manager and Town Manager. The Program Manager, with Town approval, plans and organizes the summer recreational program. Plans include budget management, all camp activities, social media, promotions, recommendation for program staff recruitment, training, program registration procedures and processing, and preparations for emergency and first aid procedures.

Job Responsibilities

- Work alongside Counselors and other Town staff to create a cohesive camping environment that serves all involved.
- Plan and run day-to-day operations of the program including staff scheduling, activity plans, lunch and snack breaks, field trips, and camper check-in/check-out procedures to provide a safe, fun, and enriching experience for campers.
- Purchase necessary supplies, food, and equipment for the program. Ensure all supplies, food, and equipment are on-site as needed.
- Manage the program budget and comply with town procurement procedures.
- Plan and coordinate weekly field trips and necessary transportation, assuring any destination-specific requirements are met. Oversee counselors and campers on field trips.
- Collaborate and communicate in a timely manner with Town staff and outside entities, including community organizations, private businesses, and more.
- Supervise counselors in their assigned roles and duties. Supervise campers to ensure safety and respect.
- Provide guidance to Senior and Junior Counselors. Encourage a positive team atmosphere and compliance with staff employment requirements.
- Support camper and counselor problems through active listening, positive guidance, and conflict resolution.
- Maintain a safe and inclusive program environment. Engage with campers and counselors in a friendly and respectful manner.
- Recognize and respond to safety hazards and problems as they arise.
- Assure required camper and staff paperwork is completed prior to participation in the program.
- Maintain all paperwork and records in accordance with the Town Clerk-Treasurer's direction.
- Appropriately address parent questions/issues and refer unresolved parent questions/issues to the Town Manager.
- Prepare and provide weekly progress and program reports to the Town Manager.

- Prepare and deliver final summer program report with program and staff evaluations to Town Manager and Commission within one week of program close date.
- Ensure all facilities and equipment are kept clean at all times. Report any maintenance needs immediately to appropriate town staff.
- Plan and deliver staff training.

Period of Temporary Employment

Approximately 12 weeks total, which includes an intermittent planning period prior to start of program; then 9-10 weeks between late May and early August will be Monday-Friday, 7-9 hours per day to include training, program days, program closing, and final report.

Pay Range: \$17-20/hour

Requirements

- At least 18 years of age
- Able to work Monday-Friday with overtime, as needed
- A.A. in Education, Early Childhood Development, or related field -or- 3 or more years' experience leading youth programs and/or teaching
- Strong organization and communications skills
- Must be able to use computer and office equipment
- Must pass a criminal background check
- Satisfactorily complete day camp manager training

Preferred Qualifications

- Previous experience with summer camp or working with children.
- Certification in CPR and first aid.

Training

3-5 days of job-specific training will be required in advance of summer program start date.

General Staff Rules and Policies

Program Manager must comply with Town of Edgewood employment requirements, all summer program protocols and procedures, and wear appropriate attire as defined during training for each day of employment.

Program Manager Evaluation

Evaluated individually for job performance, including management, professionalism, leadership, initiative, punctuality and dependability, friendliness, and cooperation.