



City of Saginaw

RECREATION CENTER 2023 SUMMER CAMP DIRECTOR

333 West McLeroy
P.O. Box 79070
Saginaw, Texas 76179
817-232-4640
Fax 817-232-4644
www.ci.saginaw.tx.us

OPENING DATE: February 23, 2023

CLOSING DATE: Open Until Filled

BEGINNING SALARY: \$18.00

WORK SCHEDULE: June 5, 2023 – August 4, 2023
Monday – Friday
7:00 a.m. – 6:00 p.m.

MINIMUM REQUIREMENTS:

CITIZENSHIP: Must be a United States Citizen by birth or lawfully authorized.

EDUCATION: High School Diploma or General Equivalency Degree (GED)

EXPERIENCE: Must have a minimum of two (2) seasons of experience in youth, youth programs, and previous experience in a camp/school environment or equivalent combination of related experience. Must be at least 18 years of age.

IDENTIFICATION: Must have a valid Texas Driver's License or valid identification

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMMODATIONS. (PLEASE READ DESCRIPTION ENCLOSED IN PACKET.)

All applications must be returned with the following:

- a. Copy of valid Texas Driver's License or valid Identification
- b. Copy of Social Security Card
- c. Authorization to Conduct Drug and or Alcohol Testing Form
- d. Authority for Release of Information and Waiver Form
- e. Supplemental Work and Personal History Form (Page 1 and 2)
- f. DPS Computerized Criminal History (CCH) Verification Form

HIRING PROCESS

The hiring process will consist of the following: Oral interview, background check, physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and the drug screen. **We reserve the right not to employ any applicant.**

Application packets are available

Online: www.saginawtx.org

In Person: City of Saginaw Human Resources, 333 West McLeroy Blvd., Saginaw, TX 76179

NON-TOBACCO USERS PREFERRED, NO SMOKING IN ANY CITY BUILDING

Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 requires the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

**CITY OF SAGINAW
JOB DESCRIPTION**

Job Title: **Summer Camp Program Director**
Department: Recreation & Community Services
Seasonal/Temporary Position

Effective: 02/23/2023
State Employment Commission Code: 7999
Worker's Compensation Number: 8810

Purpose of the Camp: Saginaw Recreation's philosophy is based on fitness and recreation excellence and is evident in all of our youth programs. Our camps will be unique, fun and a safe program for all children. The activities being offered at camp will include P.E. activities; gymnastics, and much more. We will provide fun, skill and character development, while the kids experience

Job Summary

The Program Director position helps fulfill the purpose of the camp and ensures that all aspects of the camp program are organized. Oversees the operations of the camp on a daily basis and provide smooth operation of the program.

This intent of this job description is to provide a representation summary of the major duties and responsibilities performed in this position. The summer camp program director may not be required to perform all duties in this description and may be required to perform position-related tasks other than those specifically listed in this position.

Essential Job Functions

Responsibilities are; but not limited to:

1. Give overall leadership to the summer camp program at the Saginaw Recreation Center.
2. Manage the camp staff; including assigning duties, training and ensuring that the staff is fulfilling their expectations.
3. Ensure that all camp policies are carried out.
4. Plan for emergencies and train staff to deal with them.
5. Plan weekly themes/field trips and daily schedules.
6. Monitors physical well being of campers, e.g. sufficient rest, cleanliness, changing clothes.
7. Encourage staff in daily duties.
8. General evaluation of the summer, counselors, and each week of camp.

Other Job Functions

Regular and consistent attendance for the assigned work hours is essential.
Perform other related duties as assigned.

Required Education, Degrees, Certificates, and/or License

Associates Degree preferred; previous experience in a camp/school environment; successful administrative and supervisory experience (preferably in an organized camp); successful experience in planning and implementing indoor/outdoor activity experiences.

Experience, Training, Knowledge, and Skills

Ability to communicate effectively and work well with a wide variety of people is required. Skills in organizing children, supervision of camp counselors, discipline and creating a positive camp environment. Ability to work with children 5-13 years or age.