



## 2024 JOB POSTING

### Camp WB Manager

West Bloomfield Parks and Recreation Commission is filling a Camp WB Manager position to oversee our Department's Camp WB program.

**JOB SUMMARY:** Are you ready for an amazing job experience where you make a positive influence in a young person's life? We are looking for a responsible individual with great leadership skills. Someone who can be a great role model to our campers this summer and help lead our team of Camp Staff. This position encompasses the experience of a previous camp director/manager/assistant manager, teacher, paraprofessional or comparable experienced youth sport or leadership professional. Must have experience working with a diverse population in a volunteer or past employment capacity. Previous administrative experience in an organized camp/school or related youth program is preferred.

The Camp WB Manager will lead the Department's nine week traditional Camp WB program. This position requires a detail oriented person; someone who is very punctual and able to work independently; someone who can thrive in a fast-paced environment, both in an office setting and at camp. Requires the ability to lead and direct Camp Staff. The Camp WB Manager requires confidence and articulate communication with campers and parent/guardians. In addition, this position will also require implementation of summer day camp activities; requiring a high level of comfort working directly with youth campers daily.

This is a position that demands great responsibility and care, but will be one of the most rewarding experiences you'll ever have. You will be proud of the positive impact you will have each day this summer.

If you think you are the right person to make this important commitment to help maintain the integrity of this camp operation, please apply now. For a complete job description with primary duties and responsibilities, go to [wbparks.org/employment](http://wbparks.org/employment) and click on Employment Opportunities.

**HOURS:** Part time, from 32 to 40 hours per week, starting May 29 through August 16. Camp WB hours are 9am-3pm, weekdays. Typical weekly shift begins at 8am and ends by 4pm. Recreation Programmer sets final work schedule. Camp staff must be available for the following camp days, including training.

- Assist in camp interviews dates (dates to be determines; hours are flexible).
- Lead staff training and additional pre-camp preparation hours required (hours are flexible).

- NWPRC Camp Training June (date to be determined).
- Mandatory Safety Trainings June (dates to be determined).
- Mandatory camp training days are May 29 and 31, and June 3, 5, and 7.
- No camp June 19 and July 4 - 5.
- All staff clean up and supply inventory days are August 15-16.
- Camp special events scheduled July 19 and August 8.
- Camp Manager must complete all assigned responsibilities before employment separation.

**QUALIFICATIONS:** Must be 21 year or older; Applicants must hold a High School Diploma; CPR, First Aid, AED, Epi Pen certification preferred or obtain before Camp Training (we will provide). Must pass a criminal history check as well as central registry clearance. Must possess a strong interest and enthusiasm to work with children, ages 5-12.

**HOURLY RATE:** \$18 per hour

**START DATE:** May 1, 2024 (flexible)

**TO APPLY:** To be considered for this position, please submit a completed application and resume. See [wbparks.org/employment](http://wbparks.org/employment) for application timeline and interview dates.

HR Department  
West Bloomfield Parks and Recreation Commission  
4640 Walnut Lake Road  
West Bloomfield, MI 48323  
[hr@wbparks.org](mailto:hr@wbparks.org)

*Applications are available at West Bloomfield Parks or download a copy online at [wbparks.org/employment](http://wbparks.org/employment).*

### Job Description

**Job Title:** Camp WB Manager  
**Department:** Recreation  
**FLSA Status:** Non-Exempt  
**Grade:** Seasonal D

### **Position Description Summary:**

The Camp WB Manager position oversees our Department's traditional summer camp program for ages 5 to 12 years old. The Camp WB Manager ensures that both staff, campers and parents have the best experience possible. Camp WB consists of 50+ campers, 10 staff, 3 off site days; which include field trip, Splash Park (or pool) and nature days. The Camp Manager is a professional, dynamic individual and establishes the camp culture and takes ownership of the program.

This position requires a detailed oriented person; someone who is very punctual and able to work independently; someone who can thrive in a fast-paced environment, both in an office setting or at camp. The Camp Manager is a flexible individual with the ability to delegate tasks when appropriate. This position requires the ability to lead and direct Camp Counselors and Assistant Manager(s). In addition, this position will also require implementation of summer day camp activities therefore requiring a level of comfort working directly with children.

### **Working Hours:**

Typically Monday-Friday, 8:00am-4:00pm. Shifts may start as early as 7:30am and/or ending at 5:00pm. Some evenings or special event shifts may be offered. Average of 32 to 40 hours per week for 12 weeks out of the summer.

### **Essential Function(s) of the Position:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.*

- Must be 21 or older.
- Assist the Recreation Programmer and Customer Service Representatives camp waiver management.
- Create, plan, organize and implement daily camp programming which include crafts, games, outdoor recreation and special camp events.
- Coordinate day of field trip logistics including travel and emergency assistance plan log and assigning camper groups.
- Complete daily logs.
- Responsible for interviewing, training and supervising up to two Assistant Camp Manager(s) and seven Summer Camp Counselors.
- Manage staff shift changes and approval of shifts or scheduling software.
- Conduct daily mini staff meetings.

- Assist with weekly/bi-weekly staff meetings.
- Responsible for implementing behavior management techniques.
- Assist the Recreation Programmer with special activity/event preparation and implementation; staffing and other administrative tasks as needed.
- Ensure the safety and well-being of campers; ensure decisions are made in the best interest of campers and the West Bloomfield Parks and Recreation Commission.
- Oversee the use of camp equipment and supplies.
- Provide recommendations for and follow program budget.
- Maintain positive and proactive communication with parents of campers, with staff, onsite park staff and with the Recreation Programmer.
- Resolve minor problems and arranges for support as needed.
- Assist with community programs, as needed.
- Assist Recreation Programmer with other tasks and projects as directed.
- Adhere to Commission guidelines, policies and procedures.
- Other duties as assigned.

#### **Education/Experience/Licenses/Certificates:**

- High School diploma or equivalent.
- Bachelor's degree in education, leadership or related field preferred.
- Minimum of 8 weeks of full time experience working in an organized camp or related program.
- Minimum of 4 weeks of full time administrative experience in an organized camp.
- CPR, First Aid, AED, Epi Pen certification or obtain before Camp Training. WBPRC provides one day training.
- Valid State of Michigan Driver's License.
- Must possess a strong desire to work with other educators and children.
- Experience working with a diverse population in a volunteer or past employment capacity.
- Proficient in Microsoft Word, Excel and Publisher preferred.
- Experience canoeing, kayaking, camping with youth preferred.
- Experience in curriculum development of weekly lesson plans for summer camps, according to theme, ages and abilities.

#### **Knowledge, Skills and Abilities:**

- Strong communication skills including both in-person, good phone skills and articulate written messages.
- Must be outgoing and personable.
- Must love teaching children.
- Good organizational skills with emphasis on detail.
- Strong behavior management skills.
- Knowledge on the states of youth development.
- Ability to handle questions and concerns from the public and from employees in a professional manner.
- Ability to organize work and be able to work independently, as well as with a team.
- Must be productive, courteous, flexible, resourceful and creative as well as have effective work skills.
- Ability to respond to supervisor requests in a timely and professional matter,

specifically with email/phone/text communication.

- Ability to adhere to given deadlines.
- Ability to operate various pieces of office equipment.
- Must be professional in appearance.

**Equipment, Machinery, Tools and Vehicles Used:**

Office equipment used includes computer, fax machine and large capacity printer. Only on an as needed basis will the Camp Manager may be asked to drive the WB Parks recreation minivan.

**Physical Demands:**

Frequent interactive play with campers. Must be able to sit some of time at a computer work station, typing. Field time required so must be able to stand for periods of time and withstand the outdoors for some periods of time, in all elements. Must be able to lift 50 pounds.

This is a safety sensitive position and drug screenings may be required.

**Working Conditions:**

Must be able to work in a fast paced environment and able to meet various deadlines. Must be able to work with children throughout entire shift. May be exposed to extreme heat/cold.

**Benefits:**

This position is ineligible for all benefits, including participation in the 401a.

**Reporting Relationships:**

A person in this position will report to the Recreation Programmer.

*I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Executive Director Signature*

\_\_\_\_\_  
*Date*

*This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.*