

Radnor Township Parks & Recreation Department

Radnor Wizinging Camp / Director

Wizinging Camp Director

Responsibilities of the Camp Director include, but are not limited to, the planning and implementation, programming, creation, and overall administration of the Radnor Wizinging Camp program. In addition, their responsibilities will include overseeing and leading all levels of camp staff including Camp Leaders, any applicable Special Needs Support Leaders, and program volunteers.

Other duties include:

- Effective leadership and enforcement in relating all Radnor Township Parks & Recreation policies and procedures, including those related to safety, accountability, logistics, health, and daily operations as they impact camp staff, campers, and families.
- Developing, coordinating and executing all components of Radnor Wizinging Camp including: the creation of age-appropriate activities and group games that are designed to appeal to enthusiasts of author JK Rowling's Harry Potter; the activity development and logistics in relation to the Radnor Wizinging Camp on-site location; the administration of safety procedures with regards to the program/activities and group games; the communication of and attendance of special events and games activities with respect to all Radnor Wizinging Camp staff and campers.
- Reporting to and communicating important program information, concerns for campers, disciplinary or medical and respective matters in an expeditious manner to the Recreation Director/Program Coordinator.
- Assisting in the planning of purchases of requested operating supplies (in cooperation with the Program Coordinator) in a cost-effective manner prior to the start of camp.
- Overseeing site logistics including set up, arrival, dismissal, activity schedule, maintaining inventory record of all equipment and communicating needs with Recreation Director/Program Coordinator (daily inclement weather assessments will be coordinated by the Parks & Recreation Department).
- Responsible for all daily communications with staff/campers/camp families, camp structure, and daily dynamics – in coordination with the Recreation Director/Program Coordinator.
- Leading and serving as a positive role model for other staff members and campers at all times.
- Coordinating staff roles within the respective activities.
- Providing information, in cooperation with incident witnesses and incident affiliates, for respective supervisors for completion of incident reports.
- Acquiring and administering effective feedback and evaluation for and from all Wizinging Camp staff, participants, parents, et. al. in anticipation of future growth and progress of the Radnor Wizinging Camp Program.
- Fulfill camp-wide positions as needed at camp.
- Providing camp content, promotions, and conducting community outreach as assigned.
- Attending all required staff meetings.
- All other duties as assigned.

Qualifications:

- Knowledge of the theories of a variety of aspects of administering an effective program and activities as they relate to, elementary, middle, and/or early childhood education.
- Ability to formulate and administer effective specialty activities to meet the needs of related participants.
- Excellent interpersonal and written communication skills with the ability to interact effectively and responsibly with participants, parents, staff and supervisors.

Employment Parameters:

- Wizarding Director is required to work the duration of Radnor Wizarding Camp.
- Wizarding Director is required to work in various climate conditions (summer conditions) when necessary – high heat, high humidity, and rain.
- Wizarding Director's respective duties and responsibilities may require prolonged standing, walking, bending over, running, kneeling, and/or lifting children, supplies, and/or equipment.
- Wizarding Director is required to perform any and all activities associated with the Radnor Wizarding Camp program.

Conditions of Employment as a Contractor of the Township/not limited to the following:

- Completion of Radnor Township Operational Guidelines for Contracted Programming Document
- Current Resume with Cover Letter of Interest
- Compliance with Pennsylvania Child Protective Services Laws (CPSL) – this Law requires all employees who are responsible for the welfare of a child or having direct contact with children provide clearances for the following every 60 months (5 years):
 - PA Criminal Record Check, PA Child Abuse Clearance, & FBI Fingerprinting Report
- Mandatory, annual background clearance administered through the Township
- Mandatory Drug Testing
- A check of the National Sex Offender Public Website
- Two reference checks and verification of work history
- Interview by Township Staff via phone, video conference, or in person
- Current CPR, AED, & First Aid certification
- All Related paperwork