



## Director of Wizarding Camp Position Available!



**The Radnor Township Recreation & Community Programming Department is searching for qualified individuals to provide professional programming and serve as Director for our 2021 Summer Wizarding Camp.**



**The activities and curriculum will include, but are not limited to, quidditch, herbology, potions, charms, and much more!**



**We are looking for experienced, enthusiastic, self-starters who enjoy working with children and developing an enjoyable camp atmosphere through creative projects.**

**Interested candidates please contact Tracey Krum, Recreation Program Coordinator, 610-688-5600 x 136 or [tkrum@radnor.org](mailto:tkrum@radnor.org).**

## **Radnor Township Recreation and Community Programming 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:**

- Responsible for the administration and adherence to all health, safety, and emergency procedures, overseeing, interpreting and reporting all health and safety-related information to the Recreation Director, daily site assessments and communications related to building usage, safety, operating/sanitation needs and staff attendance.
- Responsible for the administration and adherence to all health and safety guidelines and policies, including but not limited to, overseeing daily temperature checks/health screening, ensuring that all COVID-19 adapted camp guidelines and procedures from the federal, state, and local agencies that have been put in place are being followed, in coordination with the Recreation Director and Program Coordinator.
- 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.
- Responsible for overseeing site logistics including set up, arrival, dismissal, activity schedule, activity supply purchases, maintaining inventory record of all equipment and communicating needs with Recreation Director/Program Coordinator (daily inclement weather assessments will be coordinated by the Recreation Director).
- Responsible for all daily communications with staff/campers/camp families, camp structure, and daily dynamics – in coordination with the Recreation Director and Program Coordinator.
- Responsible for ensuring that camp guidelines for personnel and procedures are followed.
- Leading and serving as a guide and role model for the camp staff and campers.
- Effective enforcement and relating of all Radnor Wizinging Camp policies and procedures.
- Developing, coordinating, and executing all components of Radnor Wizinging Camp including: the creation of age-appropriate activities and games that are designed to appeal to enthusiasts of author JK Rowlings' Harry Potter.
- Coordinating staff roles within the respective activities.
- 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.
- 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:**

- Wizinging Director is required to work the duration of Radnor Wizinging 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