

**POSITION DESCRIPTION  
COUNTY OF DECATUR, INDIANA**

**POSITION:** Camp Director  
**DEPARTMENT:** Parks and Recreation  
**WORK SCHEDULE:** 9:00 a.m. – 2:30 p.m., M-F (3 weeks in June)  
**JOB CATEGORY:** SO (Special Occupation)

**DATE WRITTEN:** November 2023

**STATUS:** Seasonal

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Decatur County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Camp Director for the Decatur County Parks and Recreation Department, responsible for overseeing camp operations, coordinating, conducting, and supervising recreational activities for special needs children during camp.

**DUTIES:**

Overseeing Camp Rainbow's operations.

Supervises and directs assigned personnel, including interviewing candidates and making hiring decisions, providing orientation and training, planning and delegating work assignments, establishing work goals, developing and motivating staff, determining significant changes in responsibilities, evaluating performance, implementing personnel or corrective actions, and maintaining discipline.

Coordinates and schedules recreational and other types of activities.

Oversees camp counselors and prepares them for the day's activities and needs of each camper. Modifies activities for campers' special needs.

Enforces safety procedures and rules including explaining rules and safety procedures to counselors and campers. Monitors property for potential hazards.

Maintains records and documenting attendance, medical needs, incidents, and accommodations.

Greets parents and guardians and answers questions and inquiries. Communicates with patrons visiting camp.

Administers first aid when necessary and contacts medical assistance as needed.

Identifies and responds to specific needs of individual campers.

Performs related duties as assigned.

**I. JOB REQUIREMENTS:**

Bachelor's degree in special education.

Must be at least 21 years of age.

Possession of and/or ability to obtain First-Aid and CPR certifications and seizure protocol.

Ability to meet all hiring requirements including passage of a drug screening, background check, and medical exam.

Thorough knowledge of Department programs and services, with strong organizational, communication, problem-solving, and group management skills, as well as passion for and commitment to engaging with special needs children.

Working knowledge of all areas of intellectual disabilities and various types of seizures and medical needs of campers.

Working knowledge of standard office policies and procedures with computer skills including word processing and Department-specific software, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of basic filing systems and ability to create and maintain Department files and records.

Working knowledge of standard English grammar, spelling, and punctuation, with ability to prepare documents, and correspondence.

Ability to supervise and direct assigned personnel, including interviewing candidates and making hiring decisions, providing orientation and training, planning and delegating work assignments, establishing work goals, developing and motivating staff, determining significant changes in responsibilities, evaluating performance, implementing personnel or corrective actions, and maintaining discipline.

Ability to effectively communicate orally and in writing with co-workers, other County departments, children, parents and guardians, medical providers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Ability to plan and present program activities.

Ability to properly operate standard office equipment, including telephone, computer, copier, and calculator.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

Ability to regularly work extended hours.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs a broad range of duties involving complex and complicated considerations and problems. Incumbent must frequently create new guidelines and approaches to deal with unique and novel circumstances that occur.

## **III. RESPONSIBILITY:**

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Incumbent exercises independent judgment in a variety of situations and circumstances, using departmental policies for guidance. Unusual problems or situations are discussed with supervisor.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, children, parents and guardians, medical providers, and the public for the purposes of exchanging information, instructing, mentoring, and supervising.

Incumbent reports directly to Executive Director.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties outdoors including sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying/pushing/pulling objects weighing over 50 pounds, bending, reaching, crouching/kneeling, handling/grasping/fingering objects, driving, close/far vision, color and depth perception, hearing sounds/communication, and speaking clearly. When outside, incumbent walks on uneven terrain, works in wet/icy surroundings and extreme temperatures, and in noisy environments.