

Ronald McDonald House of Dallas

Job Description

TITLE: Part-time Summer Camp Director

REPORTS TO: Family Activities Manager

CLASSIFICATION: Non-Exempt

WORK HOURS: Monday – Friday 8:00am – 2:00pm, May-August

SUMMARY:

- Ronald McDonald House of Dallas will coordinate a summer day camp, Camp Cornet, for children living at the House during the 2024 Summer. Camp is free and open to patients and their siblings. We are looking forward to our 9th fun filled year of Camp Cornet.
- The primary responsibility of the Camp Director is to assist the Family Activities Manager to create and set up the program, train and supervise volunteers and work with guest children and families. This program will be instrumental in helping our families during a difficult time by making children's days happier and more fun.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- **Operations Coordination:**
 - Provide structure and guidance to the summer day camp program at RMHD – Camp Cornet
 - Manage camp volunteer groups that will assist with Camp Cornet special projects.
 - Document camp statistics and make recommendations for next year.
 - Maintain a safe and secure environment for guest campers.
 - Direct individual camp volunteers.
 - Create a fun and welcoming environment for guest campers.
 - Communicate policy and procedure to parents and campers.
 - Collect and organize required permission slips and releases forms from campers.
 - Oversee daily preparation and wrap up of camp activities.
- **Family Services:**
 - Create an atmosphere of hospitality and ensures the well-being and comfort of families.
 - Demonstrate an atmosphere of warmth, compassion, and support to always ensure a nurturing atmosphere.
- **Volunteer/Community Relations:**
 - Provides support and direction to camp volunteers in collaboration with the Family Activities Manager.
 - Communicates with Family Activities Manager about any unique situations with a camp volunteer.
 - Encourages camp volunteers' interaction with families.
- **Other duties as directed by supervisor, administrator in-charge, or CEO.**

PHYSICAL DEMANDS:

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is regularly required to walk, sit, and stand; use hands to finger manipulation, handle, feel, reach with arms and hands, and talk and hear.
- The employee may be required to lift 25 pounds.
- The vision requirements include close, distance, peripheral, and depth perception.

Requirements:

- Must be able to interact well with adults and children from a variety of backgrounds.
- Background check required.
- Exceptional time management skills.
- Comfortable directing individuals as well as groups of volunteers.
- Maintain enthusiasm when presented with a challenging camper or parent.
- Able to manage administrative process for paperwork.