

**Washington Township**  
**Parks and Recreation Department**  
**311 Production Dr.**  
**Avon, IN 46123**  
**317-745-0785**  
[www.washingtontwpparks.org](http://www.washingtontwpparks.org)



**Job Title:** Lead Counselor  
**Immediate Supervisor:** Camp Director/Park Director  
**Work Schedule:** Seasonal (9 weeks), Monday-Friday (29 Hours per week)  
**Salary:** \$9.00/hour  
**FSLA Overtime Status:** Non-Exempt

**Purpose of Position:**

To further the mission of Avon Kids' Camp through the development and management of program, human resource, financial, marketing, and strategic operations.

**Responsibilities:**

1. Assist the Camp Director and Park Director in the design, delivery, and evaluation of the camp program that meet the needs and interests of youth and the camps target markets to ensure their delivery in a safe and quality manner.
  - ♦ Remain current with information on the developmental needs of youth and apply them in the camp setting.
  - ♦ Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
  - ♦ Develop and implement crisis and risk management procedures.
  - ♦ Design and ensure delivery of programs and activities appropriate to the camper population.
2. Assist the Camp Director and Park Director in overseeing the financial management and fund development operations to allow for adequate annual funding and to meet long-term goals.
  - ♦ Develop and monitor budget for camp operations.
  - ♦ Develop and design long-term fund raising strategies for the camp program and facilities.
  - ♦ Design and implement a marketing plan to increase camper attendance and camp usage.
  - ♦ Prepare and analyze enrollment trends.
  - ♦ Develop and implement recruitment and retention strategies.
3. Assist the Camp Director and Park Director in the implementation of human resource management practices to recruit and retain seasonal staff.
  - ♦ Recruit staff based on camper enrollment and program management requirements.
  - ♦ Hire, train, supervise, and evaluate seasonal staff.
4. Assist the Camp Director in overseeing the daily operation of Avon Kids' Camp including food service, hospitality, program, and business.

- ♦ Oversee the management of food service operation through supervision of camp staff.
- ♦ Develop and oversee the business management functions of the camp including financial record keeping and office systems.
- ♦ Oversee the systematic approach to data base management for campers, families, alumni, and sponsors.
- ♦ Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.

**Other Job Duties:**

This job may include work in other areas of an organization, involvement in professional associations, or perhaps work related to the broader vision of camping.

**Equipment Used:**

Must be proficient in computer skills and related word processing, data management, and Internet computer software. Will have use of the Park issued electric golf cart and occasionally the Park issued work vehicle for transporting supplies and campers when necessary.

**Knowledge, Skills, and Abilities:**

Knowledge of youth and youth development; skills needed in planning programs and setting schedule. Knowledge of human resource management, maintenance, transportation issues, budget and finances, and program activities specific to the camp's population would be desirable.

**Physical Requirements:**

This position would require the ability to listen to others, observe others actions, read text and information, comprehend instructions and manuals, physical ability to move about the camp property in various environmental conditions.

**Minimum Qualifications:**

Candidate must be at least 18 years old (by 5/22/17). Must have or be able to obtain CPR and First Aid certification. Must obtain and submit a criminal history background check and submit to a drug test. Must have reliable transportation to and from program site. Must be able to begin work on May 30<sup>th</sup>, 2017 and work consistently through July 21<sup>st</sup>, 2017 (Monday-Friday). Opportunities for future spring and winter break camps may be available. **Job closing date: May 8, 2017.**

Please send applications to: [llacey@avondfd.org](mailto:llacey@avondfd.org) or mail to

Lora Lacey

Washington Township Parks & Recreation Dept.

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