

BERWYN PARK DISTRICT JOB DESCRIPTION

TITLE: Adventure Camp Director

Summary

The Camp Director plays a leadership role in delivering a safe, structured, and enriching camp experience for participants at the Berwyn Park District. This position is responsible for the overall planning, organization, implementation, of camp programs. The Camp Director oversees daily operations, supervises camp staff, ensures the safety and well-being of all campers, and fosters an inclusive and welcoming environment that promotes teamwork, creativity, physical activity, and positive character development.

The Camp Director serves as the primary point of contact for parents and guardians, ensures compliance with Park District policies and procedures, and upholds risk management standards. In addition to program oversight, the role includes staff training and evaluation, recordkeeping, facility coordination, and maintaining high-quality program standards that align with the mission of the Berwyn Park District. This position requires active participation in camp activities, including standing for extended periods and lifting up to 30 pounds.

Essential Duties & Responsibilities

- Plan, organize, and oversee all daily camp operations
- Develop and implement age-appropriate recreational, educational, and enrichment activities
- Assist in the supervising, training, and scheduling, Camp Counselors and support staff
- Ensure camper and staff safety at all times, on and off Park District property
- Enforce Park District policies, procedures, and behavior standards
- Serve as a positive role model and leader for campers and staff
- Maintain accurate attendance, incident reports, and required documentation
- Maintain working knowledge of all Park District and Park District Risk Management Association (PDRMA) forms and procedures
- Implement and monitor loss prevention and safety policies
- Communicate effectively with parents/guardians regarding program information, concerns, and incidents
- Coordinate with other Park District departments regarding facilities, supplies, and program logistics
- Conduct staff meetings and attend required trainings
- Attend weekly field trips with camp
- Maintain a clean, healthy, and safe camp environment
- Perform additional duties as assigned

Qualifications

- Minimum 21 years of age
- High school diploma or equivalent required; Associate's or Bachelor's degree in Recreation, Education, or related field preferred
- Minimum 2–3 years of experience working with children in a camp, recreation, or educational setting
- Prior supervisory or leadership experience preferred
- Ability to pass criminal background check, driver's record check, and drug screen
- CPR/AED and First Aid certification (or ability to obtain within 30 days of hire)

Skills & Abilities

- Strong leadership and team management skills
- Excellent organizational and problem-solving abilities
- Ability to manage stressful situations and respond to emergencies calmly and effectively
- Strong written and verbal communication skills with campers, parents, and staff
- Ability to work collaboratively with Park District personnel
- Ability to work indoors and outdoors in varying weather conditions
- Ability to bend, stoop, lift, and carry up to 30 lbs
- Ability to sit, stand, and move for extended periods

Hourly rate starts at \$18

No benefits except as required by law

Revised 5/12/26