



## Day Street Community Center

15 Day Street  
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[www.srosrc.org](http://www.srosrc.org)

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### Stroud Kids Site Director Job Description

The Stroud Kids Site Director is a recreation professional who reports to the Camp Administrator. Site Director must be certified in CPR and First Aid. As a representative of the Stroud Region Open Space and Recreation Commission, the Site Director must act as a positive role model and behave in a professional manner at all times on duty. Responsibilities and expectations include:

1. Plan, initiate, organize, and schedule daily summer camp activities.
2. Train, model, motivate, and supervise Staff in positive attitudes to make camp an enjoyable, safe experience for campers.
3. Train Staff to lead safe and fun recreation activities and in acceptable behaviors for Counselors and Campers. Provide Staff with ideas for activities, sports and games appropriate for each age group; written camp rules; school site rules and use areas; appropriate techniques to maintain control of groups and individuals; and techniques on how to solve behavior problems.
4. Lead a parent and Camper Orientation session prior to camp, providing a welcome, written rules and camp policies.
5. Consult with Point Person daily to discuss staff meeting agendas; conduct daily staff meeting to lead, motivate, and resolve problems.
6. Evaluate Staff on an on-going basis and suggest ways for improvement in a constructive manner, including a formal written evaluation after two weeks of camp and at the end of camp that is discussed with each Counselor on specific ways to improve.
7. Consult with Point Person regarding subject matter for the weekly newsletter.
8. Act as disciplinarian of campers. Contact parents when inappropriate behavior of the camper requires suspension or expulsion. Keep a copy of the discipline letter to the parents.
9. Administer first aid when injury requires more than a Band-Aid; contact parents of such injuries; maintain accident reports. Become familiar with campers' health problems in case of emergencies.
10. Purchase and maintain equipment and supplies; submit end-of-camp report and inventory; return supplies in clean and organized conditions.
11. Coordinate swim lessons with the site pool management.
12. Prepare and submit a summary report and evaluation of the total program at the end of the summer.