



## StroudKids Manager

### **Job Title:** StroudKids Manager

This position is part-time seasonal. Work hours during the summer are 40 hours per week. It requires times outside of daily operation such as: pre-season preparation and hiring, morning and/or evenings, holidays, and other tasks to meet the Commission's needs.

**Job Description:** The StroudKids Manager is responsible to plan, organize, and implement the StroudKids Camp programs (including Tots and Leaders in Training). Hires, schedules, and supervises camp staff. Maintains a clean and safe facility at multiple camp sites. Supervises all camp staff including Site Supervisor, Assistant Site Supervisor, Counselors, and Assistant Counselors. Works with both East Stroudsburg Area and Stroudsburg Area School District staff as necessary.

This position requires lifting 25 pounds or more, sitting, standing, and walking indoors and outdoors (in different weather conditions) for multiple hours.

This position is non-exempt and eligible for overtime. Overtime hours need to be pre-approved by the Executive Director. The StroudKids Manager reports to and ultimately is accountable to the Executive Director.

### **Work Activities:**

- Complies with Commission rules, regulations, and policies including internal management controls
- Works with camp facility hosts on maintenance procedures and emergency protocols
- Communicates maintenance needs to appropriate staff and the Executive Director
- Maintains a clean and functional facility
- Demonstrates positive leadership and works well with all staff
- Maintains inventory of supplies, completes purchase orders, and submits to the Executive Director for approval; responsible for local pick-up of supplies and online ordering
- Organizes supplies and the delivery to all camp sites
- Plans overall themes and main activities with Site Supervisors
- Performs emergency procedures when necessary
- Communicates with the Aquatics Manager, Recreation Manager, Park Patrol Manager, Office Manager, and Executive Director on special events, closings, and other needs

### Supervision

- Conducts staff interviews and provides recommendations for hire to the Executive Director
- Prepares, distributes, and posts weekly staff schedules listing all staff on duty; the master schedule to be prepared in advance for the duration of the summer season

- Directs and assigns staff on daily cleanup tasks, opening and closing procedures, and other duties as needed
- Plans and leads staff orientation, meetings, and trainings
- Assist Site Supervisors and staff with issues or concerns that arise
- Reviews, approves, and submits staff timesheets to the SROSRC office
- Enforces disciplinary action consistent with SROSRC Employee Policy manual
- Assigns Site Supervisors to conduct employee evaluations and reviews before submission to the Executive Director

**Qualifications, Experiences, and Expectations:**

- Minimum of three years supervising a camp program or related experience
- Minimum of three years working with children of all ages
- Provide friendly customer service
- Ability to diffuse escalating situations
- Ability to work well with others and work collaboratively
- Completes tasks assigned by the Executive Director in a timely manner

**Clearance Required (required upon hiring):**

- PA Child Abuse Clearance <https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania Access to Criminal History <https://epatch.state.pa.us/Home.jsp>
- FBI Fingerprint Check [http://www.pa.cogentid.com/index\\_dpwNew.htm](http://www.pa.cogentid.com/index_dpwNew.htm) (Dept. of Human Services)
- American Red Cross Adult/Child CPR/AED and First Aid Certification