



## JOB POSTING

Applications Accepted  
Until Filled

**Position:** Day Camp Director  
**Department:** Community Services / Recreation  
**Employee Category:** Seasonal  
**Hourly Salary:** \$11.31  
**Work Schedule:** Monday – Friday from 7:00am – 7:00pm  
**To Apply:** Applications available on our website [www.bedfordtx.gov/hr](http://www.bedfordtx.gov/hr) or at City Hall Building B - 2000 Forest Ridge Drive. [Click here to apply.](#) For more information, contact the Recreation Program Coordinator at 817-952-2307.

**JOB SUMMARY:** Responsible for supervising the Day Camp Leaders with their camp interactions, scheduling of the Day Camp Leader Staff, scheduling of daily camp activities, as well as supervising and/or participating in the daily camp activities with the day camp participants. Provide a safe atmosphere for activities to be held. Have direct responsibility for the camp itself, Day Camp Leaders, and the camp participants.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED; or 1 to 3 months related experience and/or training; or equivalent combination of education and experience.
- **Preferred:** Some college/university coursework or equivalent; or a Teacher's Certificate; or AED.
- *First Aid and CPR training will be provided.*

### **SKILLS AND EXPERIENCE:**

- Working knowledge of staff supervision, supervising children in a day camp setting, recreational games, crafts, and activities.
- Ability to actively participate in games.
- Ability to complete duties and work assignments with minimal supervision.
- Demonstrated ability to communicate well with the public and especially when interacting with children.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Working ability to supervise children of varying age levels in group settings (15:1 camper to staff ratio).