



Live Happy.

## **Kid's Club/Recreation Camp Manager**

### **Job Description**

The Kid's Club/Recreation Camp Manager is responsible for the direct supervision of Kid's Club staff, ensuring the overall safety and wellbeing of the children in the program. This role also includes organizing seasonal camps and maintaining a secure and engaging environment for all participants.

### **Work Hours**

The Manager is required to work a minimum of 40 hours per week, which may include split shifts as needed. Work hours are subject to change based on operational requirements.

### **Qualifications**

- **Management Experience:** Previous leadership experience required.
- **Childcare Experience:** Prior experience working with children.
- **Communication Skills:** Strong verbal and written communication abilities.
- **Organizational Skills:** Highly organized and detail-oriented.
- **Patience:** Ability to work effectively with children.
- **Initiative:** Proactive in identifying and completing tasks.
- **Team Leadership:** Ability to foster strong employee relations.
- **Flexibility:** Willingness to adapt to changing schedules and needs.

### **Primary Responsibilities**

The following duties outline the core expectations for the Kid's Club Manager. Responsibilities may extend beyond this list as needed.

### **Administrative & Supervisory Duties**

- Recruit, hire, and oversee Kid's Club/Recreation Camp staff.
- Conduct comprehensive training for all new employees.
- Approve and manage employee time logs.
- Maintain adequate supplies for program operations.
- Ensure compliance with all licensing requirements and regulations.
- Develop and enforce Kid's Club policies and procedures.
- Maintain accurate records of member and guest attendance.
- Report and address maintenance and housekeeping concerns promptly.

- Implement updates and changes to policies and procedures as necessary.
- Plan and organize monthly staff meetings.

### **Program Development & Operations**

- Develop indoor and outdoor activity schedules.
- Create and manage monthly employee schedules.
- Order and maintain necessary supplies for daily operations.
- Organize and oversee Kid's Club/Recreation Camp programs.
- Ensure a safe and engaging environment for children.
- Respond to member inquiries, concerns, and complaints in a professional manner.
- Regularly update advertisements and promotional materials for Kid's Club and camp programs.

### **General Team Leader Responsibilities**

- Provide staff with the necessary tools and resources for success.
- Uphold and promote the organization's mission and values.
- Maintain a positive and collaborative work environment.
- Attend all required Team Leader and CCAC meetings.
- Oversee and ensure staff attendance at mandatory CCAC meetings.
- Maintain and update the program's website as necessary.

### **Supervisory Structure**

- **Supervises:** Kid's Club/Recreation Camp Staff
- **Reports To:**
  - Assistant General Manager – Ashley Donatello
  - General Manager/President – Tom Deimler