

# Job Descriptions

## RECREATION DIRECTOR

Immediate Supervisor: Camp Director



1. Coordinate recreation schedule by cabins so that all campers have opportunity to experience a good variety of recreational activities.
2. Schedule cabins for all recreation times.
3. Set up sports and recreation areas for activities.
4. Have necessary equipment available for activities.
5. Assist with teaching skills for sports.
6. Monitor use of equipment.
7. Conduct initial and end of season inventory and store equipment properly
8. Conduct a daily check of recreation areas and equipment for safety, cleanliness and needed repair or replacement.
9. Assist with programmed recreational activities.
10. Plan and supervise late night recreational activities for permanent staff as requested.
11. Try to schedule each cabin a horseback riding and lake activity during each camping session. Coordinate these events with the Wrangler and Lakefront Director and Program Director.
12. Supervise the Archery Course.
13. Be available to sit at camper tables and serve as a table monitor as needed.
14. Keep personal living quarters neat, clean and ready for inspection.
15. Be available to assist in any way needed as directed by immediate supervisor or Camp Directors.

