***Amigo Centre***

**Day Camp Director**

Job Description

### Program Management:

1 Oversee entire Day Camp (DC) program.

1. Coordinate DC staff orientation (in partnership with Summer Camp Director).
2. Overview entire DC summer program during staff orientation with DC staff.
3. Plan for and facilitate bi-weekly DC Staff meetings.
4. Assign staff and volunteers to weekly roles and responsibilities including Friday Night Cleaning assignments.
5. Set the tone and expectation for positive staff relations.
6. Coordinate pick-up and drop-off process.
7. Manage weekly camper evaluations and write a summary of the week.
8. Make daily checks of nap areas and other facilities and equipment used by DC, as well as making sure Friday Cleaning assignments are completed.
9. Coordinate evening activities with Summer Camp Director and Assistant Camp Directors.
10. Participate in Leadership Team
11. Assist in “evening duty” in program office and patrolling cabin areas after “lights out.”
12. Assist in encouraging campers and comforting homesick campers

Responsible to Program Director and Summer Camp Director