

POSITION DESCRIPTION

Job Title: Dance and Cheer Camp Director

Employee Expectations:

- Always present a happy and positive attitude when working with staff, campers, and host sites
- Refrain from using negative language or demonstrating poor behaviors during camp
- Adhere to UPF Standards of Conduct
- Arrive 30 minutes before camp starts and stay 30 minutes after the end of camp if needed.
- Must attend all camp training and meetings

Camp Organization

- Develop age-appropriate dance routines for campers.
- Organize staff to efficiently execute schedule of dance and cheer camp.
- Create the camp agenda for each day of camp to ensure smooth transitions between activities.
- Organize all camp supplies including dance props, craft supplies and promotional items for each day of camp.
- Observe the overall implementation of the camp product and assess and address weakness with camp coordinator.
- Maintain all camp forms on each child including emergency forms, those authorized to pick up child, and have them easily accessible.

Registration Procedures

- Organize the check-in and check-out process
- Keep track of those authorized to pick up the child from camp and only release the children to authorized individuals.
- Assist parents with submitting forms and answering questions as needed.
- Promote other camp opportunities if the parent is interested.

Host Site Contact

- Before camp begins, contact the host site to discuss camp details such as
 - Where to meet
 - If table and chairs are available
 - If you are at an outdoor camp, discuss the severe weather procedures.
 - Roster and registration numbers
 - Rules or regulations of the facility that need to be respected.

- It is recommended you make an onsite visit before the week of camp to meet the contact and to assess the facilities provided. (Know where the bathrooms are, emergency phones, etc.)
- During the week of camp keep contact informed of any facility issues that need to be addressed.
- Always make sure the DNC Camp site is clean and presentable.

Camper Management

- Give First Aid to campers who need it and assess if an accident report needs to be filed.
- Tell the parent about the accident/injury
- Discipline according to the company behavior policies and procedures.
- Discuss discipline action plan with parents and disruptive child if needed.
- Enforce rules of camp and maintain consistent enforcement to help camp run smoothly.
- Ensure parents and campers evaluate the camp experience at the end of the week.

Staff Management

- Oversee payroll submissions: Review payroll submissions; organize and submit to Payroll specialist
- Manage 1-4 camp instructors and deal with specific schedule needs as they arise.
- Motivate team members to exceed the requirements of their positions.
- Assist and Evaluate staff choices of music and routines to ensure appropriateness for age level.
- Be available to perform duties of staff if unavailable to come to work; injury, illness, etc. Contact the camp coordinator if staffing shortages arise.
- Assist each team member to improve on their weaknesses and acknowledge their strengths in implementing the DNC Camp product.
- Address employees that are failing to meet the standards of conduct and develop an action plan to improve any negative behaviors

Customer Complaints/Suggestions

- Assess each complaint situation that arises and create a common solution that is agreeable to the customer and company. If more advice is needed, contact the camp coordinator for guidance. Create a log to track these complaints and the resolutions.

Resources

- Report all issues and concerns to the Camp Coordinator
- Implement suggestions and changes as determined by the camp coordinator.

REQUIREMENTS

- Highly Organized
- Positive Role Model and Leader
- Dance and/or Cheer Experience
- CPR and First Aid Trained
- Love for kids
- Must have own transportation

PERIOD May 2007-August 2007

PAY/SALARY Starting at \$9/hour

CONTACT INFORMATION

Dance and Cheer Camp Director
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