



# City of Saginaw

## RECREATION CENTER 2018 SUMMER CAMP DIRECTOR

333 West McLeroy  
P.O. Box 79070  
Saginaw, Texas 76179  
817-232-4640  
Fax 817-232-4644  
[www.ci.saginaw.tx.us](http://www.ci.saginaw.tx.us)

OPENING DATE: March 6, 2018

CLOSING DATE: Open until filled.

BEGINNING SALARY: \$15.00 per hour

WORK SCHEDULE: June 4 – August 10, 2018  
Monday – Friday  
7:00 a.m. – 6:00 p.m.

### MINIMUM REQUIREMENTS:

CITIZENSHIP: Must be a United States Citizen by birth or lawfully authorized.

EDUCATION: Associates Degree; previous experience in a camp/school environment

IDENTIFICATION: Must have a valid Texas Driver's License or valid identification

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMMODATION. (PLEASE READ DESCRIPTION ENCLOSED IN PACKET).

### Application packets are available:

In Person: City of Saginaw, Human Resources, 333 W. McLeroy Blvd., Saginaw, TX 76179  
Online: [www.ci.saginaw.tx.us](http://www.ci.saginaw.tx.us)

**Applications: Mail or Hand Deliver**                      **City of Saginaw, City Hall**  
**333 West McLeroy Blvd.**  
**Saginaw, TX 76179**

### HIRING PROCESS

The hiring process will consist of the following: Oral interview, background check, physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and the drug screen. **We reserve the right not to employ any applicant.**

**City of Saginaw Human Resources**  
**333 West McLeroy Blvd., Saginaw, Texas 76179**  
**Melanie McManus - 817-230-0330**

NON-TOBACCO USERS PREFERRED, NO SMOKING IN ANY CITY BUILDING OR VEHICLE

### Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 requires the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

**CITY OF SAGINAW  
JOB DESCRIPTION**

Job Title: Summer Camp Program Director  
Department: Recreation & Community Services  
Seasonal/Temporary Position

Effective: 03-12-2012  
State Employment Commission Code: 7999  
Worker's Compensation Number: 8810

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Purpose of the Camp: Saginaw Recreation's philosophy is based on fitness and recreation excellence and is evident in all of our youth programs. Our camps will be unique, fun and a safe program for all children. The activities being offered at camp will include P.E. activities; gymnastics, and much more. We will provide fun, skill and character development, while the kids experience

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**Job Summary:**

The Program Director position helps fulfill the purpose of the camp and ensures that all aspects of the camp program are organized. Oversees the operations of the camp on a daily basis and provide smooth operation of the program.

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**Essential Job Functions:**

Responsibilities are; but not limited to:

1. Give overall leadership to the summer camp program at the Saginaw Recreation Center.
  2. Manage the camp staff; including assigning duties, training and ensuring that the staff is fulfilling their expectations.
  3. Ensure that all camp policies are carried out.
  4. Plan for emergencies and train staff to deal with them.
  5. Plan weekly themes/field trips and daily schedules.
  6. Monitors physical well being of campers, e.g. sufficient rest, cleanliness, changing clothes.
  7. Encourage staff in daily duties.
  8. General evaluation of the summer, counselors, and each week of camp.
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**Required Education, Degrees, Certificates, and/or License:**

Associates Degree; previous experience in a camp/school environment; successful administrative and supervisory experience (preferably in an organized camp); successful experience in planning and implementing indoor/outdoor activity experiences.

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**Experience, Training, Knowledge, and Skills:**

Ability to communicate effectively and work well with a wide variety of people is required. Skills in organizing children, supervision of camp counselors, discipline and creating a positive camp environment. Ability to work with children 5-13 years or age.