



## **Summer Day Camp Coordinator (Seasonal)**

**City of Mauldin- Mauldin Recreation**

**Starting Pay Rate: \$15.00 per hour**

Seeking energetic, responsible, playful individual to join Mauldin Recreation as a seasonal Summer Day Camp Coordinator! The Summer Camp Coordinator is responsible for organizing/creating activities and camp schedules, creating staff schedules, prep for field trips, and monitoring camp staff. They will work closely with the Mauldin Recreation Staff in organizing and presenting a diversified day camp program and supervising program participants to maintain order and safety.

Additional duties and responsibilities include but are not limited to communicating effectively with parents via email or phone, setting up for & cleaning up after programs and activities, assisting with maintaining activity supplies and materials, and communicating effectively with parents, etc.

Qualifications: Requires HS diploma (or equivalent), a minimum of three months relevant experience, & valid state driver's license. Must possess or obtain current CPR/First Aid/AED certification. Mauldin Recreation will provide this training to staff.

**\*\*\*THIS POSITION IS CONSIDERED TO BE SAFETY SENSITIVE AND IS THEREFORE SUBJECT TO BACKGROUND CHECK, PRE-EMPLOYMENT DRUG TESTING & RANDOM DRUG TESTING\*\*\***

**Summer Camp dates are May 27<sup>th</sup> thru August 8<sup>th</sup>.**

**There will 5-10 Sessions of Staff training and working on calendar prior to camp beginning. We will begin training in the month of May.**