

LAKE GREELEY CAMP

A private co-ed summer camp in the Pocono Mountains

Winter Office

P.O. Box 219

Moscow, Pennsylvania 18444

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www.lakegreeley.com

Athletic Director

Desired Qualification: Bachelors Degree or higher in Sports Education, Recreation or similar.

Experience: Held similar role previously either paid or unpaid.

Responsible to: Assistant Directors and Director.

The Athletic Director is expected to be a team or group worker in helping to carry out the principles and policies of the Athletics program, as well as the objectives and philosophy of Lake Greeley Camp.

Areas of Responsibility:

The daily activity program.

Orientation:

During this period, the Athletic Director, along with the Program Director and Assistant Program Director, is to lead the instructors in the set up of activity sites. It is necessary that the sites be set up in accordance with the activity manuals and the specifications as required by the State of Pennsylvania and the American Camping Association.

The Athletic Director is responsible for the orientation of activity specialists in their specific areas. This includes going over the activity manuals, reviewing safety regulations and evaluating skills prior to camper participation. This also includes conducting training sessions.

The Athletic Director will also contact nearby camps to establish a relationship for summer inter-camp games and tournaments.

Daily Program:

The Athletic Director is expected to carry out and be responsible for:

- a) Monitoring each specialty activity assigned to him or her. This includes the evaluation of instruction, attendance and supervision. The Athletic Director will also meet with specialty instructors on a daily basis to advise, outline goals and determine the status of equipment and supplies.
- b) Assigning coaches and referees for each inter-camp game and tournament.
- c) The preparation and promulgation of safety regulations for the activity sites.
- d) Ensuring that instructors are maintaining clean activity areas.
- e) Assisting in other duties as directed by the Camp Director.

The Athletic Director is expected to bring to camp a whistle, watch and clipboard.

This job description is part of your employment contract. Please bring it to camp. If you have any questions, please call (570) 842-3739 and ask for the Staff Director.