

# LAKE GREELEY CAMP

*A private co-ed summer camp in the Pocono Mountains*

## Winter Office

P.O. Box 219

Moscow, Pennsylvania 18444

570-842-3739

570-842-0410 - fax

info@lakegreeley.com

www.lakegreeley.com

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## Gymnastics Director

Desired Qualifications: College Graduate

Experience: Extensive experience either paid or unpaid.

Responsible to: Assistant Directors and Director.

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

In addition to being responsible for the same supervisory obligations as apply to a Senior Staff member, the staff member is responsible for the instruction of gymnastics. Each day, the Gymnastics Director, along with the scheduled Gymnastics Instructors must instruct each child according to the manual provided. Since the level of each camper varies widely, the instructor must provide various levels of instruction.

### Area of Responsibility

Be responsible for the Daily Activity Program Area of Gymnastics. This responsibility includes:

- 1) Instructing Campers in various Gymnastics skills.
- 2) Setting up course outlines and lesson plans.
- 3) Evaluating the instruction of the Gymnastics Instructors (college aged staff).
- 4) Setting up the specific achievement levels and awards for Gymnastics.

### Orientation

During this period, the Gymnastics Director, along with the Program Director, is to aid the instructors and specialists in the set-up of activity sites. It is necessary that these sites be set up in accordance with the specifications outlined in the activity manuals, and to specifications on conducting their activities. This includes going over the activity manuals with each instructor, reviewing safety regulations and evaluating skills prior to camper participation. This also includes conducting training sessions.

### Daily Program

The Gymnastics Director will monitor activities at the Gymnastics studio. An evaluation of instruction and supervision should be made, along with the submission of attendance reports. The Gymnastics Director will also meet with the Gymnastics instructors each day to advise, outline goals, and determine the status of equipment and supplies. It is also expected that the Gymnastics director will instruct campers in the Gymnastics activities.

### Evening Program

The Gymnastics Director will work with the Evening Program Directors in setting up, organizing, and preparing evening activities. The Gymnastics Director will meet with the Evening Program Directors to outline the running of the Evening Activity.

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## Special Events

The Responsibilities of the Gymnastics Director relating to Special Events are the same as those mentioned in the Evening Program.

The Gymnastics Director is responsible for:

- a) Preparation and promulgation of safety regulations for activity sites.
- b) Seeing that instructors are maintaining a clean activity site.
- c) Assisting in other duties of the camp as directed by the Camp Directors.

This job description is part of your employment contract. Please bring it with you when you arrive at camp. If you have any questions, please call (570) 842-3739.