

EAST LAMPETER TOWNSHIP

POSITION DESCRIPTION

TITLE: SUMMER PLAYGROUND DIRECTOR

DEPARTMENT: PARKS AND RECREATION

GENERAL SUMMARY: Under the direction of the Recreation Director, the Summer Playground Director oversees the daily operations of a seasonal recreational program. This position ensures the program offers a fun, educational, engaging, and safe summer experience for children. The Director provides leadership and supervision to the assistant director and counselors, organizes activities, addresses camper needs, and serves as the primary point of contact for parents and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Collaborates with the Recreation Director to plan, organize, and implement a comprehensive, educational, engaging, and age-appropriate summer playground program.
2. Develops weekly program themes, lesson plans, activity schedules, and special events to ensure a balanced mix of recreation, education, and creativity.
3. Plans and manages program resources, including supplies and materials.
4. Leads training, scheduling, and supervision of all playground site staff, including the Assistant Director and counselors.
5. Conducts staff orientation and ongoing training sessions to ensure compliance with Township policies and program standards.
6. Provides daily direction and feedback to Summer Playground staff to ensure effective teamwork and program consistency.
7. Oversees day-to-day operations to ensure safety, engagement, and high-quality programming.
8. Ensures all safety, health, and emergency procedures are followed in accordance with Township and state regulations.
9. Monitors staff adherence to child-supervision policies and responds promptly to behavioral or safety concerns.
10. Reviews and submits all incident and accident reports, ensuring proper documentation and follow-up.
11. Addresses camper behavior challenges by implementing appropriate strategies, escalating serious concerns to the Recreation Director, and involving parents when necessary.
12. Serves as the primary point of contact for parents, addressing questions, concerns, and feedback professionally and promptly.
13. Maintains clear and regular communication with families regarding schedules, updates, and program changes.
14. Maintains and submits attendance records, staff timesheets, supply inventories, and program evaluations.

15. Assists with Township promotional efforts, including contributing program information, photos, and success stories for newsletters and social media.
16. Coordinates with the Recreation Director to report maintenance needs or safety issues.
17. Oversees inventory management, ordering, and distribution of supplies and materials.
18. Collects feedback from staff, participants, and families to assess program effectiveness.
19. Provides end-of-season reports summarizing attendance, incidents, successes, challenges, and recommendations for improvement.
20. Contributes to the planning of future recreation programs and enhancements based on evaluation outcomes.
21. Other Duties as Assigned.

JOB SPECIFICATIONS:

Education/Experience:

Bachelor's degree or coursework in recreation, education, child development, or a related field preferred.

Minimum of one year of supervisory experience in a recreation, teaching, camp, or youth program setting.

Experience in program planning, staff management, and customer service required.

Knowledge:

Strong understanding of child development and program planning.

Familiarity with safety practices and emergency response for youth programs.

Skills:

Strong leadership, organizational, and team-building skills.

Excellent communication, decision-making, and conflict-resolution abilities.

CPR/First Aid certification (or willingness to obtain prior to program start).

Abilities:

Ability to effectively lead and motivate a team in a fast-paced environment.

Capability to develop creative, engaging, and inclusive youth programming.

Skill in managing site, tasks, and priorities simultaneously.

Ability to foster positive relationships with staff, participants, parents, and community partners.

Physical ability to lift, carry, and set up equipment up to 25 lbs.

Working Conditions:

Work is performed both indoors and outdoors in varied weather conditions.

Position requires standing, walking, lifting, and regular interaction with children and staff.

Typical schedule: Monday–Friday, 8:30 a.m.–1:30 p.m., with occasional extended hours for meetings or special events.

Licensing Requirements:

PA ACT-15 Clearances (must be obtained before the program begins).

Valid Pennsylvania driver's license preferred.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job. The position description does not constitute an employment agreement and is subject to change by the Township when the needs of the Township and requirements of the position change.

REPORTS TO: Recreation Director

SUPERVISES: Assistant Director and Playground Counselors

DATE: December 2025