

Topeka Collegiate School is seeking a Summer Blast Director to oversee both planning and operations for our Summer Blast 2023 recreational camp.



Program Overview:

Summer Blast consists of seven weekly themed camps for children entering 1st-8th grade. The camp begins June 5 and concludes July 28. There is no camp during the week of July 3. Classes are staffed with a 10:1 student to staff ratio and designed for safety and loads of fun for children.

Position Description:

Summer Blast Director is best suited for someone who is enthusiastic and child-centered. In this position, you will spend time planning activities within weekly themes, hiring and providing orientation for Lead and Assistant teachers, and creating weekly camp session information in Active.com while monitoring registrations through the site. Once the camp season starts, you will oversee day-to-day operations and handle any organizational or safety issues that arise. Our ideal candidate has experience in summer camp, working with children, and has an enthusiasm for high quality programs. Outstanding candidates prioritize the safety of all campers and ensure an excellent camp experience.

Duties and Responsibilities

With the support of Head of School and Summer Blast Assistant, the Director will:

- Select, train, and support Lead and Assistant Teachers for each age group
- Identify weekly themes and design activity schedules
- Design suitable recreational activities, ordering camp supplies, and training camp employees
- Create weekly summer camp session registration information through Active.com and monitor activity
- Oversee day-to-day operations during camp including software management, staff support and children supervision
- Manage and maintain KDHE licensing and record-keeping
- Create flyer presenting camp information with link to on-line registration
- Ensure the wellbeing of campers
- Manage the allocated budget
- Ensuring safe practices and a healthy camp environment
- Work collaboratively with all school staff to plan and execute a safe, fun, and enjoyable camp experience.

Qualifications and Dispositions

- Recreational camp experience
- Strong leadership and organizational skills
- Passionate about children's well-being

Hours and Schedule

- Flexible time and location during planning, hiring and preparation, documentation, KDHE inspection, and software management.
- On-site 8:30AM-5:00 PM Monday-Friday during seven weeks of Summer Blast.

Salary and Benefits

Salaried position-based experience and education.

To apply:

Please send cover letter, resume, and list of references to hr@topekacollegiate.org
Interviews will continue until position is filled.