



Employment Opportunity

CampCo Day Camps, Inc.

SUMMER DAY CAMP SITE DIRECTOR & ASSISTANT SITE DIRECTOR

@ Lake Mission Viejo &/or Lake Forest Sun & Sail Club

Site Director	\$25/hour	Seasonal/Temporary
Assistant Site Director	\$23/hour	Seasonal/Temporary

CampCo Day Camps, Inc. is looking for the best-of-the-best to be on-site supervisors at our summer day camps. The Site Director runs the overall day-to-day on-site operations with the Assistant Site Director working as second-in-command in a supporting role. Working together with varied responsibilities, these detail-oriented, responsible, hard-working, organized & fun supervisors make summer camp a safe, fun, memorable experience for campers, parents & staff.

Primary Function:

Summer Day Camp Site Director & Assistant Site Director work as a team to lead & oversee a summer day camp of 50-80 campers (ages 3½ - 12yo), camp counselors & teen CITs, to ensure a fun, safe, efficient, organized, high-quality & memorable camp experience for all participants, parents, staff & CITs. The Site Director acts as the camp's "on-site lead" & the Assistant Site Director is the "second-in-command" under direct & remote supervision from CampCo Management.

Examples of Duties:

- Work with Camp staff & Management to provide a fun, safe & exciting camp experience for campers.
- Greet, sign-in/out, & orientate campers & their families as they arrive & depart camp each day.
- Become familiar with & build positive relationships with campers & families.
- Create camper small group lists & assign to staff.
- Assign, oversee & assist Camp Counselors with preparation & leading of camp activities & other duties.
- Make adjustments to pre-planned daily camp schedule & activities, as necessary.
- Supervise & manage daily swim time.
- Work with & supervise counselors in a supportive manner.
- Assign counselors to specific tasks & manage their performance.
- Review camp rules with campers & staff, daily. Remind & reinforce, as needed.
- Manage any issues that may arise including, but not limited to, camper behavior issues, staffing challenges, parent questions/concerns, etc... Keep CampCo Management informed about any issues, concerns or situations. Consult with Management for guidance, as needed.

- Work as a team with Management to train Camp Counselors Staff prior to summer.
- Build positive, professional relationships with Camp Counselors & CITs. Provide encouragement, positive feedback & helpful guidance to help them learn & improve.
- Handle minor & major emergency situations (lost child, injured child, forgotten lunches, dismissal of problem child from the program, etc...).
- Keep accurate & detailed records including, but not limited to, Sign-in/Out Sheets, Small Group Lists, incident reports, Counselor & CIT evaluations, Swim Test records, etc... Keep records & forms filed properly & confidentially, as needed.
- Make quick & appropriate decisions when unexpected situations occur (i.e. emergencies, rainy weather).
- Communicate with the public & staff in a professional, courteous & helpful manner.
- Take on &/or assign the duties of the other supervisor when that supervisor is on lunch or rest break or off for the day (the Site Director & Assistant Site Director take alternate breaks during the camp day).
- Evaluate performance of Camp Counselors & CITs in a positive & helpful way in order to help them improve in their positions.
- Monitor inventory & facility cleanliness.
- Perform other duties as assigned.

Work Hours-Summer:

Summer Camp Site Directors & Assistant Site Directors are normally scheduled Mondays – Fridays for 40 or more hours per week throughout the summer camp season. Camp season usually runs for 10-11 weeks with trainings scheduled on various dates a few weeks prior to the start-date of camp. We ask that Site Directors & Assistant Site Directors have availability to work through the full season with limited weekday time-off requests.

During the summer camp, normal shifts for these positions are as follows:

Site Directors:	Usually, Mondays - Fridays, 7:15am-4:15pm Occasionally, 9am-6:15pm to accommodate scheduling needs of camp
Asst. Site Directors:	Usually, Mondays: 8:30am-6:15pm & Tuesdays - Fridays, 9am-6:15pm Occasionally, 7:15am-4:15pm to accommodate scheduling needs of camp

Experience & Education Required/Preferred:

- Completion of 60+ units toward a college degree, or an Associate Degree, or a Bachelor Degree, preferably in Elementary/Secondary Education, Child Development, Recreation Management, Physical Education, or related field. Work/Volunteer experience may be considered as a substitute for education.
- Supervisory experience. CampCo may consider various types of positions as qualifying as “supervisory experience” such as: high school/college instructor, student teacher, substitute teacher, coach, university club officer, shift lead in a service job & others. Three months or more of supervisory experience is preferred. Candidates with experience working camps (or similar field) & who show desire, readiness & ability to gain supervisory skills through CampCo training, may be considered.
- Work/volunteer experience with children, in a recreation program, camp, school, childcare or similar.
- Mandatory participation at Staff Training dates as posted on our website.
- Minimum age of 21 years old (with occasional age exceptions) per accreditation requirements.

Licenses/Certificates/Other Requirements:

- Current American Red Cross First Aid & C.P.R. certificates, or to be obtained prior to the deadline. listed on our website. Must be valid throughout the season of hire.
- Reliable & timely transportation to & from the job site.

Knowledge of:

- Age-appropriate indoor & outdoor crafts, games, swimming pool/water activities & educational activities (or the ability to acquire the knowledge at staff trainings).
- English usage, reading, writing, grammar, punctuation, spelling, etc...
- Principles of public relations & customer service.
- Appropriate safety precautions & procedures.
- Basic computer/cell phone app skills.

Ability To:

- Be patient, helpful, flexible & caring with children, parents, staff, coworkers & management.
- Maintain cooperative working relationships with staff, participants, clients & the community.
- Ensure safety of personnel & participants. Understand safety issues; respond to critical incidents & act swiftly in emergency situations.
- Sustain energy for participation in a full day's worth of activities.
- Be enthusiastic, responsible, dependable, consistent, level-headed, flexible & calm in all situations.
- Follow a planned schedule of activities & stay on schedule.
- Provide outstanding customer service.
- Encourage positive camper & staff behaviors through role modeling & positive discipline. Enforce rules in a positive, professional manner & take appropriate action when necessary.
- Be flexible to meet the needs of the campers & organization.
- Utilize good judgment in analyzing situations carefully & adopting effective courses of action.
- Have a fun attitude & enjoy being a little silly!

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, stand, sit, swim, wade, talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; & reach with hands & arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift &/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, & the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee works in outside weather conditions. The employee will be exposed to a variety of types of weather & environments which may include, but not limited to, heat, humidity, wet/rain, cool/cold conditions. The noise level in the work environment ranges from quiet to moderately loud (camp songs, cheering, music playing & similar).

Special Notice:

CampCo recruits & hires without regard to race, color, religion, sex (including pregnancy, gender identity, & sexual orientation), national origin, age (40 or older), disability or genetic information. The Immigration Reform & Control Act of 1986 requires that you must be a U.S. citizen, or an alien lawfully authorized to work in the United States to be eligible for hire. This job bulletin does not constitute an exceptional or implied contract & provisions contain herein may be modified or revoked at any time without prior notice or agreement. CampCo drug-free workplace, & complies with Federal Law; therefore, CampCo prohibits the use of all illegal drugs by employees & prospective workers.

Application Procedure/Selection Process:

Applications open on February 28 & will be accepted on an on-going basis until the positions are filled.

Individuals wishing to apply must complete a CampCo Job Application which may be accessed on the employment section of our website: www.CampCoDayCamps.com, “Our Team,” “Join Our Team” page.

Applicants are required to make a CampCo UltraCamp account as a part of the application process.

Resumes will not be accepted in lieu of a completed application, but are welcome in to be emailed separately, in addition to an application.

Applications will be screened & applicants possessing the most desirable qualifications will be invited to participate in a Zoom/Facetime first interview with CampCo management. Applicants who are invited to move forward to the second phase of the interview process will participate in an in-person Group Activity. For some positions, a questionnaire/exam may be required as a part of the interview process. Prospective candidates who receive an offer of conditional employment, must be legally authorized to work in the United States and able to provide required, original documentation (List A, B, or C) to complete the Form I-9, Employment Eligibility Verification and prospective candidates must successfully complete a thorough background check, which may include drug screen & fingerprinting.

Information about CampCo Day Camps Inc.

CampCo Day Camps started as a sole-proprietorship in 1998 & incorporated in 2023. CampCo provides high quality, fun, safe & educational day camps, afterschool programs & other recreation programs throughout South Orange County. CampCo programs are held in Mission Viejo & Lake Forest during the Summer & in San Clemente during the School-year. Occasionally, programs may be held in other locations in South Orange County.

CampCo employs 25-30 staff during the summer months & 5-6 staff during the school-year. CampCo is a great place for campers, students & staff! CampCo is proud that we have many staff return year-after-year, have many former campers/former students who work at CampCo as adults, & often have the children of former staff attending CampCo programs. **CampCo Day Camps may be contacted by telephone at (949) 643-9008.**

This job bulletin does not constitute an expressed or implied contract & provisions contained herein may be modified or revoked at any time without prior notice or agreement.

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