

ROBERT SMITH

Associate Summer Camp Director I

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SUMMARY

Conduct an annual survey of participants/staff to improve the quality, safety, and enjoyment of the program. Supervised children ages 5-13 (Counselor to Camper Ratio 1:11), Managed 2-10 employees depending on the size of the camp from week to week Organized .Managed up to three staff members and up to 20 children.

CORE COMPETENCIES

Microsoft Office, Constant Contact.

PROFESSIONAL EXPERIENCE

Associate Summer Camp Director I ABC Corporation - 2009 – 2011

Key Deliverables:

- Reported directly to board of directors.
- Conceptualized and implemented camp curriculum and oversaw camp counselors and camp support employees.
- Hired and trained camp counselors and staff.
- Directed the use of Emporia State student volunteers.
- Planned and executed marketing plans for recruitment of campers, schools, and outside organizations for use of the camp.
- Wrote and secured grants for buildings, programming, and camper scholarships.
- Set budgets and worked with insurance needs. Raised attendants of camp from 20 to 100 kids a week.

Summer Camp Director Delta Corporation - 2008 – 2010

Key Deliverables:

- Managed employees and counselors in training, preparing them for employment Facilitated and planned weekly activities in the areas of arts and crafts, .
- Contributed in all aspects of camp including registration, staff scheduling and supervision, program planning, maintaining children emergency files, .
- Leap Ahead Learning Center Deerfield Bch, Fl P/U after school students Field Trip/Summer camp Director Assist with homework Overlook the care of .
- Responsible for the successful strategic planning and execution of the summer camp run by the Palm.
- Included Oversaw staff members, plan field trip, complete staff member schedules, maintain all documents relevant to the camp, Manage disciplinary .
- Supervise day to day operations of the program Teach young staff to foster positive youth development Work closely with parents and families .
- doubled attendance from previous 2 years, organized kids activities and staffing.

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EDUCATION

PhD. in Education - 2007(Capella - Minneapolis, MN)

