
Day Camp Director Resume

Job Objective

Looking for a Day Camp Director job with the organization in which I can use my past experience and education to help further the organization.

Summary of Qualifications:

- Strong administration experience in licensed child care and day camp programs
 - In-depth knowledge of camp philosophy, day camping, and experiential education
 - Good understanding of organization finances, budgeting and planning
 - Proficient in MS Office Suite – Excel, Word and MS Access
 - Ability to travel state-wide for agency to support camp & project work
 - Good leadership, organizational and communication skills
 - Excellent problem solving and analytical skills
 - Remarkable ability to operate Day Camps within budget
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Work Experience:

Day Camp Director, August 2005 – Present
Child Development, Inc., Huntley, IL

- Ensured daily program runs smoothly and in compliance to rules and regulations.
- Overseen implementation of curriculum.
- Tracked and maintained records of ongoing registration.
- Coordinated morning devotionals and debriefed sessions with other staff members.
- Provided day camp activities feedback to planning committee.
- Handled and resolved parent's inquiries.

Day Camp Director, May 2000 – July 2005
KinderCare, Huntley, IL

- Ensured safety of both campers and day camp staff.
 - Enforced both day camp and church rules.
 - Ensured proper maintenance day camp supplies.
 - Ensured and maintained safe and clean camp area.
 - Participated in weekly staff meetings.
 - Handled and resolved parent's inquiries.
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Education:

Bachelor Degrees in Physical Education, Hickey College, Saint Louis, MO

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