

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Sports Camp Director
Department:	Athletics
Reports to:	Athletic Director
Supervises:	Coordinators and Coaches

Description of job:	
<p>Essential Functions:</p> <ol style="list-style-type: none"> 1. To promote each camp through advertising and mailings. 2. To record all financial records of each camp (profits, salaries and expenses). 3. To handle all registration information. 4. To develop multi-camp discounts. 5. To hire camp coordinators and oversee an evaluation program for each coordinator and coach. 6. To schedule and reserve school facilities for camp use. 7. To develop an award system for all camps (shirts and prizes). 8. To develop an evaluation system for all camp participants. 9. Develop, monitor and update the camp website. <p>Camp Events:</p> <ol style="list-style-type: none"> 1. Handle all registration issues. 2. Observe and evaluate camp staff with camp coordinators. 	

Protective Personal Equipment:	n/a				
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Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
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Classification Key:
Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None:	Manual: own vehicle	Automatic: own vehicle
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Work Environment			
Floor Surface:	Tile, Carpet, Asphalt or Grass		
Inside:	Up to 100%	Outside:	Up to 50%
Lighting:	Natural, Fluorescent or Incandescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.			x			
10 – 20 lbs.		x				
20 – 35 lbs.		x				
35 – 50 lbs.		x				

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CARRYING						
Maximum weight carried: up to 50 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			x			
10 – 20 lbs.		x				
20 – 35 lbs.		x				
35 – 50 lbs.		x				

PUSHING/PULLING						
Maximum push/pull: 25 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			x			
10 – 20 lbs.		x				
20 – 35 lbs.		x				
100 + lbs.	x					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			x		
Standing			x		
Walking			x		
Bending		x			
Twisting		x			
Crawling	x				
Kneeling		x			
Squatting		x			
Climbing		x			
Reaching – Vertical		x			
Reaching – Horizontal			x		
Grasping		x			
Pinching		x			
Manual Dexterity		x			
Fine Dexterity		x			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

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Education and/or Experience:

Coaching experience, preferable at the high school level

License/Certificate/Certification:

CPR and 1st Aid

Technological and/or Technical Skills:

Microsoft Word and Excel

Communication Skills:

Strong oral and written communication skills. Capability of responding simultaneously to a variety of needs for students and staff while maintaining a high degree of sensitivity to individual needs.

Planning Skills:

Ability to prioritize needs and respond to requests in an organized fashion.

Interpersonal and Problem solving skills:

Ability to interact with students and staff in a pleasing, motivating manner. Ability to effectively handle issues utilizing a personable problem solving approach.

Terms of Employment:

Annually

Evaluation:

Date: 4/2017