

# Marlborough Parks & Recreation

## **CAMP DIRECTOR**

**REPORTS TO: DIRECTOR OF PARKS & RECREATION**

### **PURPOSE**

To act as a positive role model for our youth and staff, providing guidance and leadership, which will help develop positive self-esteem, sense of fair play, cooperation, and an understanding of the environment.

### **GENERAL FUNCTION**

Under the direction of Director of Parks & Recreation, the Camp Director is responsible for the direct supervision of all Day Camp personnel. This position is responsible for the safe operation and administration of the Day Camp.

### **KNOW HOW**

The Director should be a motivated, team player, with good communication skills, and express a willingness to work with children. The Director should be flexible and have an understanding of child development and day camping. Minimum of two years experience working with youth, programming and leading activities, staff supervision, and working in a supervisory role at a day camp is also needed. The Director should have a high school diploma or its equivalent, and be currently enrolled in college and/or graduated from college (studying education or a related field). The individual must gain CPR and first aid certification prior to start date of camp.

### **WAGE**

13.00/hr

### **JOB RESPONSIBILITIES**

#### Administrative Duties

- Meet with the Parks & Recreation staff to plan and promote Day Camp and Extended Day for the summer season. Assist with set up and break down of campsite.
- Administers and monitors all aspects of Day Camp and Extended Day.
- Assists with the recruitment, interviewing and hiring of camp staff.
- Maintains the assigned budget for personnel, supplies, entertainers and field trips.
- Maintains records of attendance, sign in/out sheets, emergency sheets, permission slips, accident reports, program evaluations, and equipment.
- Deals directly with parents, school custodians, bus company, school officials and Parks & Recreation staff as required.
- Updates the Director of Parks & Recreation of any problems or concerns and meets for weekly review.
- Inspects and maintains facilities and equipment for safety purposes and reports any issues to Director of Parks & Recreation
- Takes the initiative in ordering supplies as needed and follows through to see that these arrive and are inventoried as received.
- Plans and organizes the daily program. Coordinates schedules (staff and program), lesson plans, field trips, and staff supervision.
- Evaluates Camp staff members. Provides constructive feedback, implements discipline actions, and maintains accurate records.
- Responsible for organizing and participating in the training of staff.
- Evaluates ongoing effectiveness of the programs.

### Other Responsibilities

- ❑ Responsible for the safety, accounting and grouping of children at all times.
- ❑ Establishes and enforces fair and consistent rules; handles discipline problems as they arise.
- ❑ Guide the counselors in regards to their responsibilities in noting and reporting illness, injury, or unsafe practices and conditions that might contribute to camper and staff accidents.
- ❑ Responsible for administering basic first aid, keeping inventory of supplies, and maintaining accident reports, medical forms, and supervision of medication.
- ❑ Positively enforces discipline problems. Responsible for filing and submitting incident reports.
- ❑ Responsible for planning, organizing, and supervising field trips, special events, and entertainers. Inform and prepare campers, parents and staff for the event.
- ❑ Inform parents of weekly calendar of events and any other vital information.
- ❑ Acts in a professional manner at all times.
- ❑ Effectively delegates various responsibilities to camp staff.
- ❑ Required to wear staff shirt and to dress in a professional manner at all times.
- ❑ Provide each child the opportunity to learn in an atmosphere, which is non-threatening.
- ❑ Accepts the responsibility to work beyond this description as situations arise.

### **Application process:**

Please complete a Town of Marlborough Employment Application. Applications are available at the Town Clerk's Office or at [www.marlboroughct.net](http://www.marlboroughct.net). Completed applications are to be submitted to the Town Clerk, P.O. Box 29, 26 North Main Street, Marlborough, CT 06447. Application deadline, Friday, April 14<sup>th</sup>, 2017 at 12:00pm. For more information, call 860-295-6203 or email [parkandrec@marlboroughct.net](mailto:parkandrec@marlboroughct.net)

## **Marlborough Parks & Recreation**

### **SUMMER CAMP ASSISTANT DIRECTOR**

**REPORTS TO:       CAMP DIRECTOR**

#### **PURPOSE**

To act as a positive role model for our youth and staff, providing guidance and leadership, which will help, develop positive self-esteem, a sense of fair play, cooperation, and an understanding of the environment.

#### **GENERAL FUNCTION**

Under the direction of the Camp Director, the Assistant Director is responsible for assisting with the direct supervision of all Day Camp personnel. This position is responsible for assisting the Camp Director in total administration of the Day Camp program and its safe operation.

#### **KNOW HOW**

The Assistant Director should be a motivated, team player, with good communication skills, and express a willingness to work with children. The Assistant Director should be flexible and have an understanding of child development and day camping. Minimum of one-year experience working with youth, programming and leading activities, staff supervision, and working in a supervisory role at a day camp is also needed. The supervisor have a high school diploma or its equivalent, and be currently enrolled in college and/or graduated from college. The individual must possess current CPR and first aid certification prior to the first day of camp.

#### **WAGE**

Starts at 11.50/hr

#### **JOB RESPONSIBILITIES**

##### Administrative Duties

- Meets with the Parks & Recreation staff to plan and promote Day Camp for the summer season.
- Assists with the administration and monitoring all aspects of Day Camp.
- Maintains records of attendance, sign in/out sheets, emergency sheets, permission slips, accident/incident reports, program evaluations, and equipment inventory.
- Inspects and maintains facilities and equipment (inventory) for safety purposes on a regular basis.
- Assists with planning and organizing the daily program. Implements schedules and lesson plans.
- Enforces and abides by all Town and Parks & Recreation policies and procedures.
- Assists in planning, organizing, and supervising field trips, special events, and entertainers. Inform and prepare campers, parents and staff for the event.
- Evaluates, ongoing, effectiveness of the programs

- ❑ Responsible for organizing and participating in the training of staff
- ❑ Acts in the role of the Director if the Director is absent

#### Other Responsibilities

- ❑ Supervises children as needed.
- ❑ Responsible for administering basic first aid, maintaining accident reports, medical forms, and supervision of medication.
- ❑ Informs parents of weekly calendar of events and any other vital information.
- ❑ Acts in a professional manner at all times.
- ❑ Effectively delegate various responsibilities.
- ❑ Works and supervises Extended Day program when required.
- ❑ Required to wear staff shirt and to dress in a professional manner at all times.
- ❑ Responsible for the safety, accounting and grouping of children at all times.
- ❑ Positively enforces discipline problems.
- ❑ Provides each child the opportunity to learn in an atmosphere which is non-threatening and de-emphasizes competitiveness.
- ❑ Communicates effectively with Camp Director and Parks & Recreation staff.
- ❑ Accepts the responsibility to work beyond job description as situations arise.

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