

**Town of Preston, CT
Job Description**

Job Title	Summer Camp Director
Department	Parks & Recreation
Category	Seasonal
FSLA	Non-Exempt
Pay Grade	\$21.50 - \$22.50 per hour
Report to:	Parks & Recreation Director
Supervises:	Summer Camp Counselors

Position Summary/Purpose:

The purposes of the position are to plan and supervise the day-to-day operations of the Summer Camp Programs and ensure programs are managed and implemented in a fun and safe manor. This includes supervising and evaluating the summer Camp Counselors and ensure they are maintaining a watchful eye on all campers. The Summer Camp Directors are responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Actively participate in arts and crafts, sports games, themed events, field trips and ensure that all participants and counselors are safe.
- Assist with training of Summer Camp Counselors and assist the Parks & Recreation Director with updates of camp manual, which includes rules and procedures.
- Assist Counselors with how to de-escalate any disagreements between campers or problem behavior.
- Provide discipline or corrective action with campers as needed when Counselors are unsuccessful. Bring such issues to the attention of the Parks & Recreation Director.
- Ensure that all work is conducted in a safe manner and all work safety practices are followed.
- Consistent on-site office/work and on-time attendance is essential for this position when called.
- Maintains accurate camp & staff records such as camp rosters, registration forms and documents, staff timecards and other related reports and documents

Other Functions:

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development; keeping current with trends.

- Assist other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a high school degree or diploma plus 3 years of experience working with children or past experience as a Camp Counselor; must be at least 21 years old; or any equivalent combination of education, training and work experience.

Special Requirements:

Must have and maintain: Valid CT Driver's License. CPR & First Aid Certificate

Knowledge, Ability and Skill:

- Thorough knowledge of managing programs at a summer camp
- Knowledge of dealing with children from Kindergarten to middle school (Teens)
- Knowledge of safety rules and systems used in a summer camp
- Ability to read, interpret rules and regulations for summer camp put in place by Town and State regulations
- Ability to train Counselors about the camp rules and how to deal with children
- Strong aptitude to manage Counselors and campers in a safe manner to avoid injuries
- Strong confidence to lead both campers and Counselors, serve as a role model
- Good programming skills to assist with ideas for summer camp
- Ability to play with campers and Counselors to implement programs for the day and week
- Good judgement about when to deal with problems and when to bring them to Director
- Ability to keep track of campers in the building, on the playground or on field trips
- Ability to be flexible and adaptable to changing situations and children's needs

Job Environment:

Work is performed in moderately noisy school or playground or on the bus and on a field trip; office work entails filling out daily sheets about camp. The job involves recurring exposure to all types of weather conditions, various risks at different locations for camp programs, such as blood or bodily products when using CPR or First aid.

Requires the operation of a vehicle if assigned to pick up items for camp. Requires use of sports equipment, arts and craft equipment and first aid kit.

Makes frequent contact with parents, campers, Counselors, field trip vendors, bus drivers and department director. Communication is frequently in person, by telephone, Contacts require a confident presence and calm and supportive demeanor

Errors in judgment or omissions could result in injury to self and others and potential liability

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles		X		
Non weather related-extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-School, Playground, field Trips				X
Other-				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting		X		
Talking & Hearing				X
Using hands/fingers to handle/feel/type			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Smelling		X		
Bending, pulling, pushing		X		
Other-Driving		X		
Other-Playing with Campers			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)