

HAMDEN RECREATION DEPARTMENT is *seeking*:

Job Title: **Camp Brooksvale Director**

GENERAL FUNCTION

The Camp Brooksvale Director supervises and directs overall aspects and employees of the Camp. Along with the Park Ranger, this person is responsible for the safety and well-being of the entire camp staff and campers.

EXAMPLE OF DUTIES

The duties of Camp Directors include, but are not limited to:

- Supervision of assigned staff and campers
- Responsible for care and safety of all program activities and participants
- Provide a warm, safe, and caring environment where the self-concepts are enhanced, independence is encouraged, individuality is respected, and children's social, physical, emotional, and mental growth are fostered
- Organize and plan fun activities daily for their designated camp
- Applying First Aid to the campers as well as the camp staff as needed
- To maintain effective communication and plan cooperatively with the Park Ranger and other Park staff
- To take direction from the Park Ranger, and to report any problems/concerns to same
- Plan and chaperone all field trips. No outside participants will be allowed on field trips without approval from the Parks & Recreation Director
- Coordinating and managing all aspects of the camp
- Carry out disciplinary action when necessary, according to the Policies & Procedures Manual for the summer camp
- Maintain a positive, professional attitude. Interact with the campers and encourage their involvement in activities
- Completion of the camp staff evaluation forms on or before last day of camp

SPECIAL REQUIREMENTS

All Directors must adhere to the following requirements:

- Commit to the entire length of the program including orientation and any other camp related activities prior to the beginning of camp.
- Acquire and maintain CPR and First Aid Certification
- Must possess a valid Driver's license

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, & ABILITIES

The Director must possess:

- Two years of college with some course work/experience in recreation, health and fitness/physical education, or a related field
- Knowledge and experience with recreation and nature activities with children
- Familiarity with summer camp programming
- The ability to demonstrate leadership with his or her staff and campers
- Understand child behavior and be able to work with people of all ages
- Use safe practices where and when applicable
- Must use proper social conduct
- Possess adequate strength and stamina to perform duties.