

**Town of Simsbury**  
**CULTURE, PARKS AND RECREATION DEPT**  
**933 Hopmeadow Street**  
**Simsbury, CT 06070**  
**860-658-3836**

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**Position Title:** Awesome Adventure Day Camp Director

**About the Position:**

The Simsbury Culture, Parks and Recreation Department's Awesome Adventure Camp Director provides a safe, fun, and memorable camp experience for children in grades 6-9. Under the direct supervision of the Recreation Program Coordinator, and general supervision of the Culture, Parks & Recreation Director. As a Camp Director, you will be the go-to person for the Awesome Adventure Camp. The Camp Director is expected to take an active, hands-on role in the daily operation of the camp. This includes interacting regularly with participants, parents, staff, and supervisors to provide a high-quality experience for everyone involved.

**Qualifications**

- Previous experience as Day Camp Counselor or Day Camp Director demonstrating leadership/supervisory skills in a recreation program setting
- Must be at least 20 years old
- Possess current certifications in Community First Aid with Epi-pen training and CPR for, Child & Adult (we will assist in getting certifications for those who are not certified)
- Possess a working knowledge of games, sports and activities appropriate for various age groups.
- Possess the physical ability to respond appropriately to situations requiring emergency medical treatment and/or water rescue
- Ability to provide leadership to small groups of children of varying ages

**Specific Responsibilities:**

- The Director will implement the planning, organization, supervision, and implementation of a daily activity schedule for up to 30 participants. Developing and supervising day camp counselors during daily activities with campers ranging from hiking, kayaking, sports, crafts, field trips, and other outdoor activities.
- Development of outdoor recreation and leadership activities, plans and implements camp activities including leading up to 3 field trips per week that pre-planned/organized by Rec Staff, and special activities and/or assignments with approval from the Recreation Program Coordinator.
- Acting as a positive role model/mentor to participants and camp counselors.
- Being the main point of contact for parents and staff for any discipline problems or concerns.
- Providing positive and thorough interaction between parents and staff.
- Communicating regularly with other Camp Counselors, Recreation Program Coordinator and other recreation staff to ensure camp runs smoothly and efficiently.
- Creating and carrying out weekly schedule. Ordering supplies necessary and ensuring the safety of all participants.
- Overseeing the enforcement of camp rules at all times.
- Responsible for campers on field trips, at various locations
- Completing accurate accident, and behavior reports.
- Rendering first aid in cases of minor injuries.
- Organizes and maintains all equipment and supplies.
- Reports regularly to the Recreation Program Coordinator.
- Checks parental ID at Camper Pickup
- Collects, records and maintains field trip waivers each week

**Required Knowledge and Skills:**

- Knowledgeable and able to perform outdoor activities such as hiking, kayaking, fishing and other outdoor activities.
- Ability to resolve minor disciplinary problems amongst staff and campers.
- Ability to work with children.
- Able to create a program schedule to include knowledge of organized games and free play activities.
- Ability to supervise the work of subordinate personnel, ability to enforce regulations firmly, tactfully, and impartially.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to recognize potential emergencies and to take necessary or preventative action.
- Required to have current American Red Cross or American Heart Association CPR and First Aid Certifications
- Experience in education, recreation, or a related field preferred.

**Physical and Mental Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and listen. The employee is required to walk; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and carry up to 30 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus. The employee must be able to read and interpret moderately complex documents and to write standard reports. This position requires the ability to apply common sense and understanding in dealing with problems involving several concrete variables in standardized situations.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is usually conducted in outdoor working conditions. The employee occasionally is exposed to wet, hot and/or humid conditions. The noise level in the field is moderately loud.

**General Guidelines:**

The duties listed above 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Job Type:** Seasonal

**Pay Range:** \$18.98-\$20.53 per hour

**Schedule:** Typical Hours are Monday-Friday, 8:00am-4:00pm