

## **Day Camp Director – Deep River Parks and Recreation**

POSITION TITLE: DAY CAMP DIRECTOR

COMPENSATION: \$20/hr (35 to 40 hrs/wk)

PERIOD: JUNE TO END OF AUGUST

REPORTS TO: Director of Parks and Recreation

### **Camp Director Summary**

As Camp Director, you will be responsible for the operations of Deep River Parks and Recreation's Summer Camp program throughout the summer. Key responsibilities include day-to-day logistics and operations of Deep River summer camp programs, parent communication, creating a safe and welcoming environment, solving all parent, youth and staff issues or challenges, facilitating camp activities, and planning a daily schedule.

### **Camp Director Qualities**

- Ability to work with children ages 7 to 12
- Knowledge of camp program and planning
- Ability to always promote safety and well-being of campers
- Prior experience working with children in a leadership position
- Enthusiastic, Responsible, Dependable, Level-Headed, Flexible, and Calm in all situations
- CPR/First Aid Certified OR willing to become certified before the summer begins

### **Duties and Responsibilities**

- Maintain a camp culture that focuses on offering all campers, staff, and visitors a welcoming, safe, encouraging environment
- Oversee the daily operation of the summer camp including camper and staff supervision, and health care
- Must be a mandated reporter and report all reportable issues to the DCF. Set an example for a high standard of care for the children and customer service for their parents. Manage any issues that may arise including, but not limited to, camper behavior issues, parent complaints, etc.
- Work with youth and parents to ensure a safe and welcoming environment for all
- Supervise seasonal staff and set clear expectations for staff and create a positive, team oriented environment
- Create, manage, and maintain communications with parents, campers, staff, and volunteers.
- Ensure that all records, materials, and equipment are accounted for and securely stored at the end of the season

- Work with group of campers and provide a fun, safe and exciting camp experience
- Greet families and campers upon arrival and orientate them to camp
- Establish emergency rules and safety procedures with campers and staff
- Manage parent expectations by knowing your campers and conversing with parents at pick-up and drop-off times
- Plan daily camp schedule and activities
- Help shop for camp supplies, staying within supply budget provided by Plainville Recreation
- Check in with the Parks and Recreation Director to update them on your camp and any issues you may be encountering
- Work with Parks and Recreation Director to ensure camp meets parent and camper needs

### **Qualifications**

- Current CPR and First Aid certifications
- Excellent communication skills – verbal and written
- Ability to take initiative, be highly organized, effectively communicate, and manage groups
- Must be computer literate, creative, a team player and able to multitask
- Must have the ability to function effectively in the context of a team setting Physical Requirements
- Some lifting and carrying required of objects up to 50 lbs
- Regular standing and/or walking, along with the need to bend, reach and kneel
- Valid driver's license

Cover letter, and resume can be emailed to Chris Marra, Chair of the Deep River Parks and Recreation Committee at [Chris@guilfordracquet.com](mailto:Chris@guilfordracquet.com) Please include both documents. Applications accepted until the position is filled.