



Deep River Parks and Recreation Job Descriptions for 2026 Summer Youth Camp Staff.

Camp Director

- Assist in pre-summer camp planning and organization
- Communicate with parents, community partners, and other outside liaisons prior to and throughout the summer
- Supervise and monitor a staff of 10 – 25 young adult and teen Counselors and Counselors-in-training (CIT)s and also the Assistant Director.
- Create the staff schedule
- Maintain staff daily sign in logs, including your own
- Work closely with the Assistant Director in day to day operations of the camp
- Maintain weekly paperwork for the camp; print rosters and sign in sheets weekly
- Structure and coordinate training for all staff prior to and during camp
- Maintain camper's records, health forms and paperwork in accordance to all HIPAA guidelines.
- Monitor the health and safety of all campers and staff
- Along with the Assistant Director, evaluate quality of activities, field trips and instructors
- Be a positive role model to staff and campers at all times
- Remember, Camp Directors are mandatory reporters
- Help implement a lock down procedure by working with school or facility staff as necessary
- Help create and manage overall program content and design
- Oversee budget, purchasing and staff development
- Create and update the daily camp schedule along with special events and rainy days
- Along with the Assistant Director, evaluate counselors and counselors-in-training
- Take disciplinary measures when necessary
- File mandatory reports to Town Hall with regard to discipline, accidents and medical situations.
- Communicate frequently with the Director of Parks and Recreation
- Coach staff on appropriate group behavior management strategies
- Work closely with counselors to insure camper safety in all activities
- Manage pre-program site preparation and post-program site closure
- Hold or be willing to obtain CPR/First Aid Certification, Medication Administration & Epi-Pen Training
- Use discretion when posting any camp news on social media platforms and while using your mobile device. Follow the town's established protocol regarding social media.

Camp Directors must have extensive experience managing staff and working in youth-based programs. It is expected that the Camp Director possess a degree within the field of Education, Child Psychology, Social Work, or an equivalent field or will be in the process of obtaining a degree in the related fields. The Camp Director must be over the age of 21. The position requires physical activity, being able to stand on one's feet for extended periods of time and work outside in summer temperatures. You may be required to lift, bend and squat while performing the job responsibilities.

The Camp Director will participate in hiring staff, communicating with partnering organizations, and attending training sessions during the months of March - June, as well as facilitating a staff orientation and training session prior to the start of camp. The camp director position is considered seasonal, with the majority of the hours occurring from late June through Mid-August. However, pre-camp planning, training, hiring of staff and other job related tasks as well as an after camp wrap up meeting are also required. During camp, the typical work week is between 30-37 hours per week. The weekly hours will not exceed 40. You may be required to work late should camp run over, or should you need to finalize camp curriculum for the following camp day or session.

All applications should be submitted to the Parks & Recreation Director either via email at parkandrec@deepriverct.us or in person to 56 High Street, Deep River CT. Applications will be accepted until Friday January 16th, 2026.

The Town of Deep River provides equal employment opportunities (EEO) and prohibits unlawful discrimination with respect to all employees and applicants for employment.

DEEP RIVER PARKS AND RECREATION 2026 SEASONAL CAMP EMPLOYMENT

Date Due: 1/16/2026

POSITION DESIRED: *Apply for only one position per application.*

Please see complete job descriptions & job requirements on the Town's web site.

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Director:

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Assistant Director

NAME		EMAIL:		
ADDRESS		TOWN	STATE	ZIP
CELL PHONE		ALT PHONE		
<u>EDUCATION:</u>	Name & Address	Course of Study	Years Completed	Diploma/Degree
Secondary School				
College				
Other (Specify)				

WORK/CAMP HISTORY (include volunteer experience):

Are You Presently Employed?

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Yes

☐

No

List employers, (current position first), addresses, phone numbers, job title/descriptions and date of employment

Employer	Address & Phone	Position Title	Job Description	Dates

Special Training and Certifications held: *(include expiration dates and copies of ALL current certifications required for this position)*

Certification Type	Date Earned/Date Expires	Current Y/N

Have you ever been convicted of or pleaded guilty or no contest to a crime?

☐

Yes

☐

No

If so, explain (include date and state): _____

Do you hold a current Driver's License? ☐ Yes ☐ No If yes, from what state? _____

REFERENCES: List three (3) people (excluding relatives) who can attest to your character and work ethic.

NAME	ADDRESS	PHONE

Please explain why you feel you are qualified for this position:

List any experiences you have had dealing with youth:

Interests and Hobbies: _____

Other information you would like considered regarding this application? _____

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the Town of Deep River's rules and policies. I further agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time at either my or the Town's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Town. I understand that Deep River Parks & Recreation's Director serving as the Town representative, as well as it's First Selectman, and then only when in writing and signed by the either, has the authority to enter into any agreement for employment for any specific period, or to make any agreement contrary to the foregoing". I authorize Deep River Parks and Recreation to investigate all information contained in this application. The Town of Deep River is dedicated to Diversity and Equal Opportunity Employment.

Signature _____ Date _____

Email Address _____ Cell No. _____

Office Use Only: Date Received: _____ Certifications Received: CPR FIRST AID AED LIFEGUARD EPI-PEN
MEDICAL ADMINISTRATION OTHER _____