

Summer Camp Director – Camp Cromwell

Under the direction of the Cromwell Recreation Director, the Camp Director is responsible for the overall administration, planning, and daily operation of Camp Cromwell. This role provides leadership and supervision for all camp groups and staff, ensures the safety and well-being of campers, and oversees the successful implementation of camp programming before, during, and after the summer season.

Camp Cromwell is a seven-week summer day camp program serving children entering Kindergarten through 8th grade in September. The camp operates from June through August, with regular camp hours from 9:00 a.m. to 4:00 p.m. Before care is available from 8:00 a.m. to 9:00 a.m., and after care is offered from 4:00 p.m. to 5:00 p.m. Campers enjoy weekly field trips and/or special entertainment.

Qualifications & Requirements

- Must be 21 years of age or older
- Ability to successfully pass a background check
- Previous supervisory experience in a camp or youth program setting required
- CPR and First Aid certification required (or ability to obtain prior to the start of camp)
- Availability year-round:
 - Full-time June–August during camp operations
 - Part-time August–June for planning and preparation
- Strong leadership skills with the ability to motivate and support staff
- Ability to work professionally and responsibly with parents, campers, staff, and peers
- Demonstrated ability to think critically, solve problems, make decisions, instruct, evaluate, supervise, and retain information
- Enjoys working with children and youth in a dynamic environment

General Responsibilities

- Recruit, hire, train, and supervise all camp counselors in collaboration with the Recreation Director and Recreation staff
- Coordinate and lead staff trainings and meetings; take an active leadership role in all staff development initiatives
- Oversee daily camp operations to ensure efficiency, safety, and positive camper experiences
- Ensure compliance with all health and safety regulations at all times
- Order camp supplies and supervise camp setup prior to the start of camp in June; oversee camp breakdown and inventory at the end of the summer in August
- Work with Recreation staff to ensure the camp site is safely prepared and maintained throughout the camp season
- Supervise counselors' planning and implementation of daily activities; evaluate each camp group on a daily basis
- Complete all required paperwork accurately and on time, including schedules, attendance, and weekly newsletters
- Greet and supervise campers, parents, and staff each morning during arrival
- Continuously evaluate camp operations and make adjustments as needed to maintain a high-quality summer day camp program

- Provide consistent support, encouragement, and leadership to all camp staff
 - Supervise early and late care programs
 - Perform additional duties as assigned by the Recreation Director in support of camp operations
 - Collaborate closely with the Recreation Director, Recreation staff, and counselors on daily activities and planning
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Additional Responsibilities

Counselor in Training (CIT) Program

- Coordinate and oversee all aspects of the Counselor in Training (CIT) program
 - Conduct CIT interviews and select candidates best suited for the program
 - Schedule and assign all CIT work responsibilities
 - Develop and implement training curriculum for CIT participants
 - Monitor and support CIT progress in collaboration with counselors
 - Complete written weekly evaluations for all CITs
 - Recommend successful CITs for future camp counselor positions
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Campers & Counselors

- Supervise and evaluate both campers and counselors
 - Communicate effectively with parents to maintain high program standards and address concerns as they arise
 - Complete mid-summer and end-of-summer counselor evaluation
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Compensation

Salary Range: \$25.00 – \$35.00 per hour

**For application or additional information contact the Cromwell Recreation Department
by email to recreation@cromwellct.com or 860-632-3467
cromwellrec.com**
