

Little Camp Cromwell Director

Under the direction of the Cromwell Recreation Director, the Little Camp Cromwell Director is responsible for the overall planning, implementation, and daily operation of Little Camp Cromwell. This position serves as the primary supervisor for the program, providing leadership to staff, ensuring a safe and nurturing environment for campers, and overseeing all program activities before, during, and after the camp season.

Program Overview

Little Camp Cromwell is a seven-week, half-day summer camp program serving children ages 3 to 5 who are fully potty trained. The program operates from June through August, with camp hours from 9:00 a.m. to 12:00 p.m. Families may register for a two-day, three-day, or five-day weekly schedule:

- Tuesday and Thursday
- Monday, Wednesday, and Friday
- Monday through Friday

Each week features fun, age-appropriate themed programming, including songs, stories, outdoor play, water play, arts and crafts, library time, and weekly entertainment.

Qualifications & Requirements

- Must be 21 years of age or older
 - Ability to successfully pass a background check
 - Previous experience working with preschool-aged children (ages 3–5) required
 - CPR and First Aid certification required, or ability to obtain prior to the start of camp
 - Availability year-round for planning and implementation of the program
 - Strong leadership skills with the ability to motivate and support staff
 - Ability to work professionally and responsibly with parents, campers, and staff
 - Demonstrated ability to think critically, solve problems, make decisions, instruct, evaluate, supervise, and retain information
 - Must enjoy working with preschool-aged children
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General Responsibilities

- Collaborate with the Recreation Director and Recreation staff to coordinate and conduct all staff trainings; take a leadership role in staff meetings and training sessions
- Oversee daily camp operations to ensure program efficiency and the safety of campers and staff
- Maintain all safety, health, and supervision standards 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 conclusion of the camp season in August
- Work with Recreation staff to ensure the camp site is safely prepared and maintained before and throughout the camp season
- Plan, implement, and oversee daily program activities, ensuring they are executed consistently and effectively
- Complete all required paperwork accurately and on time, including schedules, attendance, and weekly newsletters
- Greet and supervise campers, parents, and staff during daily arrival

- Evaluate camp operations on an ongoing basis and make adjustments as needed to maintain a high-quality preschool camp program
- Provide consistent support, encouragement, and leadership to all staff members
- 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 planning and activities

Campers & Counselors

- Supervise and evaluate campers and counselors
- Communicate regularly and effectively with parents to maintain program standards and address concerns
- Complete mid-summer and end-of-summer counselor evaluations

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**
