



**Title:** Camp Assistant Director

**Department:** Darien Parks & Recreation

**Pay Rate:** \$27/hour; approximately 35 hours a week

### **Job Summary**

The Camp Assistant Director is a vital part of the overall success of the program and is the main support to the Camp Director at their respected site. Acts as the Counselor-in-Training's (C.I.T.) point of contact and conducts their leadership training weekly.

### **Supervision Received**

Camp Director at respective camp site, Camp Directors from other camps, Supervisor of Camp and Recreation.

### **Supervision Exercised**

Campers, Counselors and Counselors-in-Training (C.I.T.).

### **Responsibilities**

- Responsible for creating and presenting lesson plans for the C.I.T. weekly leadership meetings.
- Assists with campers daily in a variety of recreation activities as instructed by the Camp Director.
- Coordinates beach schedule and stations with camp counselors.
- Daily supervision, evaluation, and discipline of campers, counselors, and C.I.T.s.
- First contact to deal with camper behaviors.
- Assists the Camp Director with checking the camp cell phone throughout the day for parent communication.
- Arranges campers into small groups and assigns them a camp counselor based on the staff schedule.
- Creates a bus schedule (assigning groups to seats with counselors spread out on the bus for supervision).
- Takes on the Camp Director's duties in the event they are unavailable.
- Organizes and communicates with vendors and bus drivers. Brings checks/payments on field trips if needed and communicates with field trip vendors.
- Assists the Camp Director with attendance and camp forms/records, leading communications with parents at a daily sign in and sign out station.
- Assists the Camp Director with reviewing camper information including medical information and allergies. Assists with storing prescriptions.
- Assists the Camp Director with training/weekly meetings as needed.
- Maintains superior communication with staff and parents by developing and maintaining respect and cooperation.
- Ensures the safety and well-being of campers by providing high quality risk management and by adhering to camp standards and town/departments policies at all times.
- Makes recommendations to the Camp Director regarding the Summer Camp program.
- May assist the Camp Director with staff evaluations.
- Administers First Aid/CPR/AED as needed.
- Cleans and stores supplies and equipment.
- Other duties as assigned.

## **Skills**

- Knowledge of and ability to assist in the conduct of special recreation activities such as arts & crafts, dancing, drama, and recreation sports, etc.
- Familiarity with the care and use of recreation equipment.
- Ability to cooperate with fellow employees and participants.
- Ability to operate standard office equipment including but not limited to telephone, copy machine, computer, and standard office software.

## **Required Qualifications**

- Minimum of 2 years as a summer camp counselor (Darien Parks and Recreation preferred).
- Must have certification in CPR/AED and First Aid for Adult and Pediatric, or get certified by 5/31/26.
- Must be 18 years of age or older.

## **Special Requirements**

- Must be available to attend all mandatory trainings.
- Must have or obtain the following certifications before June 1, 2026: mandated reporter, concussion, sexual harassment, epi-pen and medication administration.

***To apply, visit the Town of Darien's website, go to employment or [click here](#), and find the Town of Darien Employment Application, then submit it to Human Resources. The application can be located under the "Tools" section where the job posting is, labeled "Download Application". Further instructions can be found on the application.***