

**TOWN OF DARIEN**  
**PARKS AND RECREATION DEPARTMENT**  
TOWN HALL, 2 RENSRAW ROAD  
DARIEN, CONNECTICUT 06820-5397  
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**JENNIFER A. FAVA, MBA, CPRE**  
DIRECTOR  
PARKS AND RECREATION

**JAMES H. COGHLAN, CPRP**  
ASSISTANT DIRECTOR  
PARKS AND RECREATION

**Title:** Camp Director

**Department:** Darien Parks & Recreation

**Pay Rate:** \$30/hour; approximately 35 hours a week

### **Job Summary**

Plans, directs, and coordinates summer camp activities. The Camp Director oversees daily operations of their assigned camp. Responsible for supervising summer camp counselors at their respective sites. Receives general instruction from the Supervisor of Camp and Recreation regarding various activities to be administered. Attends weekly staff meetings and coordinates this with all staff. General knowledge of a wide variety of recreation programs. Ability to develop and maintain respect and cooperation of other employees and the general public. Maintains safety standards and practices at all times. Follows and enforces town and department policies. Ensures quality customer service to all program participants.

### **Supervision Received**

Supervisor of Camp and Recreation.

### **Supervision Exercised**

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

### **Responsibilities**

- Sets curriculum for summer camp based on themed weeks, trips and entertainers.
- Assists with creation of staff schedule, provides necessary materials for binders, and ensures staff have clipboards and assignments each day.
- Adapts to camp needs and changes the daily schedule as necessary (i.e. a rain date/indoor day, will need to re-arrange the daily schedule and provide clear communication to staff on the changes).
- Coordinates with the Supervisor of Camp and Recreation on field trips and entertainers, recommendations and ideas for the curriculum and timeline schedule.
- Daily supervision and evaluation of Camp Assistant Director, Camp Counselors, and campers
- Directs daily activity schedule, including field trips, at assigned camp.
- Assists with the collection of waiver forms and all camp forms needed for camp and field trips.
- Reviews camper health forms and camper needs. Provides clear communication on medical needs and allergies to staff members directly in charge of the camper in that group.
- Checks the camp cell phone throughout the day for parent communication.
- Ensures and enforces all field trip safety guidelines and communicates this with staff and campers.
- Reviews camper group sorting and bus seating schedules conducted by the Assistant Camp Director.
- Enforces essential time management skills for staff and campers related to the schedule for lunch time, bus departure times, cleanup and end of day routines.
- Communicates camp needs, supply requests and repairs as needed through the Supervisor of Camp and Recreation and inspects camp site daily for safety and cleanliness.
- Maintains attendance and activity records and reports.
- Provides clear communication with parents, including location changes, schedule changes and bus/trip delays.
- Stimulates interest and directs a variety of competitive and non-competitive recreation activities.
- Coordinates school site locations and beach locations with lifeguards and other camp staff.

- Keeps staff break schedule on track.
- Communication with the Supervisor of Camp and Recreation for shift changes requested by camp staff and updating the staff schedule. Reviewing the hours to ensure no one goes over 40 hours.
- Completes the evaluation process for each employee under their supervisor.
- Conducts weekly check in's with staff.
- Supervises and instructs summer camp counselors to assist in the conduct of recreation activities.
- Contacts Department of Children and Families, when necessary, with the staff witness present, and the Supervisor of Camp and Recreation or Assistant Camp Director present.
- Assist with planning and implementing staff orientation and lead staff meetings.
- Maintain superior communication with staff and parents.
- Review inventory report and provide the Supervisor of Camp and Recreation with a list of needed materials.
- Ensure the safety and well-being of campers by providing high quality risk management at all times.
- Assist with reminders to staff to complete timesheets then submits all timesheets to the Supervisor of Camp and Recreation in a timely manner.
- Submits all reports as needed.
- Runs a sign in and sign out station.
- Stores and manages prescription medication and will administer prescription medication as needed.
- Handles emergency services calls as needed, contacts families regarding emergencies when necessary, and will go to a hospital with a camper if needed.
- Will take on the acting Camp Assistant Director's duties in the event the Camp Assistant Director is unavailable.
- Communicates field trip rules and guidelines with camp staff and campers daily/per each field trip. Familiarize themselves with the field trip location, location offerings (for activities on site), and locations of restrooms, emergency exits and lunch locations.
- Cleans and stores supplies and equipment.
- Other duties as assigned.

### **Skills**

- Knowledge of leadership technique and methodology; skills in planning, organizing, and conducting groups of all ages and numbers in one or more recreational activities.
- Knowledge of and ability to assist in the conduct of special recreation activities such as arts & crafts, dance, 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 of camp experience in a supervisory role, or related experience.
- 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.***