

Town of Rollinsford, New Hampshire

Job Title:	Camp Rolly Director
Department:	Rollinsford Recreation
Supervisors:	Delegate(s) of Rollinsford Recreation Committee, Select Board
Salary:	Up to \$600 per week
Hours:	Monday – Friday, 7:30am – 5:30pm

Job summary

The essential function of the Recreation Director is the management of Rollinsford's Camp Rolly. Prior experience working with children is required. Excellent organizational and communication skills are required. Specialized skills in the following areas: special events, arts and crafts, sports, games, and working with school aged youth. Experience supervising staff.

Summary of essential job functions

- The participation in the meetings of the Rollinsford Recreation committee starting in May is mandatory in order to understand the expectations of the committee.
- Assist in the development of the budget. Once budget is approved all items that are proposed to be purchased must be approved by the chair of the committee and the Select Board or Town Administrator before purchasing in accordance with the purchasing policy.
- Works under the general supervision of the Chairs of the Recreation Committee and is overseen by the Select Board and/or the Town Administrator.
- Responsible for pre-planning of daily camp activities as well as inventory & ordering of new supplies.
- Responsible for post camp inventory.
- Responsible for the supervision, safety and accident prevention of all day camp staff and participants.
- Adherence to all guidelines outlined in the Summer Camp Employment Manual.
- Responsible for assisting in seasonal, weekly, and daily planning and implementation of the day camp program.
- Responsible for the organization, maintenance and cleanliness of the day camp facilities, supplies and equipment. Also, distribution & collection of day camp handouts and parent release forms for field trips.
- Performance of required daily check ins, the filing of completed accident and incident reports when necessary and informing the Assistant Recreation Director and Town Administrator of any issues or concerns that may require immediate attention.
- Camp Directors are required to turn in the Department's biweekly time cards to the Town Administrator.
- Acts as a liaison between the Recreation Department, campers, and parents.
- Oversees Camp Counselors in accordance with Town policies and procedures.
- May be required to lift items that weigh more than 25 lbs.
- Must be available all 8 weeks of camp.

(Camp Rolly Director, continued)

Minimum Qualifications

- High School or GED diploma required
- 2 or 4 year college degree in related field preferred
- Must be at least 21 to apply
- Subject to background check
- CPR/First Aid Classes required
- Valid Driver’s License required

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description does not create an employment contract, implied or otherwise.

Please forward resume & cover letter to:

Rollinsford Recreation
C/O Rollinsford Select Board
P.O. Box 309
Rollinsford, NH 03869

(Last revised March 18, 2019)