

# Camp Rolly- Camp Director

## Job Description

Job Type: Seasonal

Hours: 40 hours weekly (5 days/ week)

Duration: 7 weeks of camp, plus training

Salary: \$17-\$18 per hour

Schedule: Shifts are available from 7:15am-5:45pm M-F. Assigned shifts will vary.

Location: Rollinsford Grade School. Rollinsford, NH

### **GENERAL**

The summer camp director is responsible for daily operations of Camp Rolly including but not limited to: scheduling of staff, planning and scheduling activities, programs, and events, overseeing field trips, maintaining a safe environment for staff and campers, keeping parents informed with what is happening, maintaining in/out binders, etc.

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.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Responsible for supervising staff members during the implementation of day-to-day operations of the program.
- Responsible for final head counts while traveling off site.
- Responsible for ensuring all recreation programs are run in accordance with departmental policies and procedures.
- Responsible for creating a safe and inviting atmosphere where campers will thrive and want to return to daily.
- Responsible for reporting all accidents, incidents, and issues to the direct supervisor.
- Responsible for helping maintain a safe and clean environment for the implementation of recreational programming.
- Responsible for implementing activities throughout the day.
- Must be able to attend all staff training dates and meetings.
- Responsible for assisting other staff in any task that will enhance the camp.
- Responsible for planning and executing special events, activities, theme days, staff challenges, etc.
- Responsible for mediating issues between campers, staff members, parents, etc.
- Responsible for performing related duties as required.
- Responsible for the operation of the camp store including keeping track of money and store inventory.
- Responsible for the supervision, safety and accident prevention of all day camp staff and participants.
- Required to adhere to all guidelines outlined in the Summer Camp Employee Manual.
- Responsible for the organization, maintenance and cleanliness of the day camp facilities, supplies and equipment.
- Responsible for the distribution & collection of day camp handouts and parent release forms for field trips.

- Required to perform daily check in's, the filing of completed accident and incident reports when necessary and inform the Recreation Director of any issues or concerns that may require immediate or further attention.
- Required to document weekly staff hours.
- Acts as a liaison between the Recreation Department, campers and parents.
- May be required to lift items that weigh more than 25 lbs.
- The summer camp director reports directly to the Recreation Director.

## **REQUIRED KNOWLEDGE, SKILLS, & ABILITIES**

- Minimum age of 21 years old.
- Must possess maturity, flexibility, a strong work ethic and the ability to have fun.
- Must adhere to the recreation department dress code, guidelines, and policies.
- Must be able to think on their feet, change plans as needed due to unforeseen circumstances.
- Must enjoy working with youth and being outside in all weather.
- Must have a working knowledge of a wide variety of recreation activities and programs.
- Must be able to follow directions from senior staff members and people of authority.
- Must be comfortable in the water and have the ability to swim, preferably at an ARC level four or higher. Swimming with campers and assisting with supervision of campers while in the water is a requirement of this position.
- Lifeguard certification preferred.
- Must have certification in CPR/First Aid with Epi-Pen endorsements from an approved agency. If hired we will provide a class for you to take.
- Must pass a background check and drug test.

**\*Please include 3 references (non-family members) with the Employment Application.**

## **Educational Requirements**

Some college required. Education in recreation, child care, outdoor education, or a related field.

\*\*Personal use of cellphones is **not allowed** during the work day on a regular basis.

\*\*\*The Summer Camp Director must be able to fully commit to all camp dates. Camp is a very short season. We request dedication to your position in the program because without staff dedication we cannot run a successful program.

For further questions or information please contact:

Kate Sanderson, Recreation Director via email- **kate.sanderson@rollinsford.nh.us**