

TOWNSHIP OF SOUTH BRUNSWICK
DEPARTMENT OF PARKS AND RECREATION

TITLE: Summer Camp Director
DATE POSTED: January 17, 2018
DEPARTMENT: Recreation
SALARY: \$10.86 - \$30.68
HOURS: Part-Time/Temporary/Seasonal, as per arrangement

SUMMER PARKS CAMP DIRECTOR JOB DESCRIPTION

The seasonal camp director is responsible for all aspects of the development and implementation of the Township Parks and Recreation Summer Camp program. You will be responsible for designing, delivering and implementing a camp program that meets the needs and interests of our population and ensure its delivery in a safe and highest quality possible. To perform and administrate duties in accordance with the Department of Parks and Recreation policies, procedures and mission. To report directly to the Department Supervisor or Director.

Duties Include but are not limited to:

- Direct planning, organizing and implementation of a Summer Park program at the assigned site, The Community Center, 124 New Rd. Monmouth Junction, NJ 08852
- Supervise, provide training, orientation, meetings and performance evaluations of camp staff.
- Provide a positive environment for all camp staff and campers.
- Encourage staff to develop, create and support one another.
- Plans, coordinates, supervises and directs, and may actively participate in a variety of daily activities that may include sports, games, arts and crafts, drama, music, fitness and outdoor environmental education.
- Assigns appropriate staff to various tasks needed for efficient and effective operation.
- Create an order of materials, supplies and equipment needed for camp, prior to the season. Make sure supplies are utilized in an appropriate manner.
- Oversee the use of all township equipment and ensure the safe and correct use of the property.
- Assists in the positive promotion and public relations with parents and the general public through the use of newsletters, press releases, media coverage, online registration and informative emails.
- Offer an end of the session evaluation of the camper's experience.
- Follow already established emergency plans. Including fire drills, active shooter, bomb threat, shelter-in place and lockdown procedures.
- Be able to provide emergency first aid when necessary.
- Communicate, plan, assist and coordinate with the Before/ After Camp Care coordinator.
- Be able to communicate professionally to parents regarding their child's behavior.
- Use appropriate disciplinary and behavior plans for campers who are having difficulty following the code of conduct.

NON UNION

REQUIREMENTS/QUALIFICATIONS

- 1) Degree in Education, Recreation or related field from an accredited college or university.
- 2) Experience in the field of child care/education for a minimum of 3 years.
- 3) Must be 21 years of age or older.
- 4) Possession of a valid New Jersey automobile driver's license is required.
- 5) Knowledge and experience in planning, organizing and implementing large group activities for children of various ages.
- 6) To possess the ability to be flexible when needed.
- 7) The ability to plan, delegate and participate when necessary in an active camp environment.
- 8) The ability to supervise, instruct, critique, evaluate and motivate staff directly under you to perform to their highest potential.
- 9) You must possess a lot of energy, be a positive role model and a team player.
- 10) The ability to communicate professionally with parents of campers.
- 11) You must be certified or willing to be certified in First Aid, CPR, AED and administering an EPI pen.

SUPERVISORS:

You will report directly to the Recreation Supervisor or Director.

The successful candidate must pass a thorough criminal background check.

South Brunswick is an Equal Opportunity Employer.

Position will be posted until filled.