

# Day Camp Director

COMPENSATION: \$25/hr (40 hrs/wk)

PERIOD: JUNE TO END OF AUGUST

HOURS: 6:45 AM – 2:45 PM

REPORTS TO: CAMP MANAGER / OWNER

## Day Camp Director Summary

As Camp Director, you will be responsible for the operations of FAST Summer Camp program throughout the summer. Key responsibilities include day-to-day logistics and operations of FAST Summer camp programs, parent communication, creating a safe and welcoming environment, solving all parent, youth and staff issues or challenges, facilitating camp activities, and planning and executing a daily schedule.

## Camp Director Qualities

- Ability to work with children ages 4 to 16
- Knowledge of camp program and planning
- Ability to always promote safety and well-being of campers
- Prior experience working with children in a leadership position
- Enthusiastic, Responsible, Dependable, Level-Headed, Flexible, and Calm in all situations
- CPR/First Aid Certified OR willing to become certified before the summer begins

## Duties and Responsibilities

- Maintain a camp culture that focuses on offering all campers, staff, and visitors a welcoming, safe, encouraging environment
- Oversee the daily operation of the summer camp including camper and staff supervision, and health care
- Must be a mandated reporter and report all reportable issues to the DCF. Set an example for a high standard of care for the children and customer service for their parents. Manage any issues that may arise including, but not limited to, camper behavior issues, parent complaints, etc.
- Work with youth and parents to ensure a safe and welcoming environment for all
- Supervise seasonal staff and set clear expectations for staff and create a positive, team oriented environment
- Create, manage, and maintain communications with parents, campers, staff, and volunteers.
- Ensure that all records, materials, and equipment are accounted for and securely stored at the end of the season

- Work with group of campers and provide a fun, safe and exciting camp experience
- Greet families and campers upon arrival and orientate them to camp
- Establish emergency rules and safety procedures with campers and staff
- Manage parent expectations by knowing your campers and conversing with parents at pick-up and drop-off times
- Plan and execute daily camp schedule and activities
- Help shop for camp supplies, staying within supply budget provided by Plainville Recreation
- Check in with the Camp Manager to update them on your camp and any issues you may be encountering
- Work with Camp Manager to ensure camp meets parent and camper needs

### **Qualifications**

- Must be 21 years of age
- Current CPR and First Aid certifications
- Valid driver's license
- Excellent communication skills – verbal and written
- Ability to take initiative, be highly organized, effectively communicate, and manage groups
- Must be computer literate, creative, a team player and able to multitask
- Must have the ability to function effectively in the context of a team setting

### **Physical Requirements**

- Some lifting and carrying required of objects up to 50 lbs
- Regular standing and/or walking, along with the need to bend, reach and kneel