

# Town of Wolfeboro, NH

**POSITION: Summer Day Camp Director**

**DEPARTMENT: Parks & Recreation**

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## **GENERAL SUMMARY**

Under general administrative direction of the Assistant Director of Parks and Recreation, the Day Camp Director will lead the planning, organization and implementation of camp activities for a seven week- Day Camp for children ages 6-12 years old. They will supervise, monitor and participate in all activities including field trips, arts and crafts, sports and games. While doing so, the Director is expected to serve as an appropriate role model for the Staff and children in his/her care.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervise and provide direction and assignments to Camp Counselors at assigned site
- Supervise day-to-day operation of assigned site.
- Supervise all aspects of the campers' day.
- Plan and lead daily activities for the participants (ages 6-12) enrolled in the program.
- Complete and turn in weekly reports and activity plans for assigned program site including, but not limited to weekly log sheets, discipline reports, accident reports and supply requests.
- Serve as main staff contact for parents at assigned site.
- Organize weekly staff meetings.
- Payroll and other administrative duties.

## **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

- College graduate or at least 21 years of age preferred.
- At least two years of study at a college in the field of recreation, elementary education, physical fitness, art, music, drama or related field preferred.
- At least 3 years of experience in the Day Camp/ Summer Camp/ Outdoor Education Fields/ School.

### **Knowledge, Skills and Abilities**

- Desire and ability to work with children outdoors.
- Ability to supervise and relate to one's peer group.
- Ability to accept supervision and guidance.
- Ability to assist in teaching activities.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.
- CPR/First Aid Certification (provided during Counselor Training).

## **SUPERVISION EXERCISED**

Directly or through subordinates supervises seasonal and volunteer personnel. Carries out all supervisory functions in accordance with the organization's rules, policies, and applicable laws. Responsibilities include recruiting, interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **TOOLS AND EQUIPMENT USED**

Computers, software, related peripherals; Town Vehicles, two-way radios, sports equipment, maintenance equipment, first aid equipment and other materials required to perform an activity.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk, see or hear. The employee must regularly stoop, bend, crouch or crawl; climb several flights of stairs, lift and/or move up to 50 pounds.

**Interested applicants should fill out an application and send resume to [parksdirector@wolfeboronh.us](mailto:parksdirector@wolfeboronh.us) or call 603-569-5639.**

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

**Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_