

Provide guidance, support and leadership to an assigned group of children throughout the summer. Always know how many kids are signed in for the day as well as which group they are to be in. Work with the camp counselors, CIT's and campers as a group but understand the individual needs of each counselor, CIT and camper. Professionalism is to be shown when working with other staff members, parents as well as campers at all times. Always put the safety of the campers above all else.

Qualifications

- Must be at least 21 years of age
- Previous camp experience is preferred but not mandatory
- Desire and ability to work with children in a summer day camp setting
- Ability to lead other staff in a positive manor
- Ability to accept supervision and guidance when needed
- Ability to assist in teaching and/or leading an activity, game and craft
- Enthusiasm, sense of humor, patience and self-control
- CPR and First Aid Certified

Responsibilities

Typical responsibilities of a camp Director include but are not limited to:

- Uphold all policies rules and regulations of the Bolton Recreation Department
- Assist Recreation Director with lesson plans and prep for camp
- Attend regular scheduled meetings
- Take control of camp settings with campers, counselors and parents
- Work with vendors and Bus Company during the summer season regarding workshops and field trips.
- Make sure all counselors are following the policies procedures and appropriately following lesson plans, leading them and working with the campers on a daily basis.
- Be responsible for the well-being of each individual on camp site
- Develop and maintain positive relations with all staff, parents and campers/LIT's
- Help stimulate interest in the counselors and campers during camp activities
- Appropriately assist those who may need help adjusting to the camp atmosphere
- Work with the campers parents and other staff members to foster a respect for the Town of Bolton Property and instill a civic duty to keep the camp clean
- Take Precautions to prevent injury and minimize or eliminate hazardous situations
- Complete all necessary reports and staff evaluations appropriately
- Carry out any additional duties assigned by supervisory staff members

Evaluations

Evaluations will take place during as well as at the end of the camp season. Camp Director will do evaluations on all staff. Staff as well as the recreation director will do an evaluation on the camp director. Your evaluations will be taken into consideration when determining the offer of future employment opportunities. A sample of the form that each counselor will be evaluated on is printed on the next page.

Competences:

- Problem Solving – identifies and resolves problems that arise in a timely manner.
- Punctuality- is consistently at work and on time; ensures responsibilities are covered when absent.
- Confidentiality- upholds strong level of discretion when interacting with sensitive and personal information.
- Interpersonal skills- is respectful with the ability to establish effective working relationships with other staff, campers, and parents camp visitors and others. Ability to express new ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.

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Tools and Equipment used:

All tools and equipment needed are provided in a storage space on site at camp.

Physical Demands and Work Environment:

Both indoor as well as outdoor work on hot summer days will be required. Must be able to sit, stand and be in motion for long periods of time dependent upon daily activities. Employee is frequently required to communicate with others in person including but not limited to other town employees, supervisors, campers, parents and workshop visitors. Must have the ability to make quick decisions in emergency situations. Work is performed daily in a noisy environment.

DISCLAIMER:

The above description is illustrative of tasks and abilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Bolton and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change