



## South Windsor Parks & Recreation Camp Director – Adventure Unit

### JOB DESCRIPTION

**JOB TITLE:** Camp Director – Adventure Unit (Ages 11-15)

**REPORTS TO:** Assistant Director, Parks and Recreation

**HOURS/SALARY:** \$20.00-\$21.00 per hour | Seasonal position April-September |  
Approximately 40 hours per week during camp season June-September

#### **JOB SUMMARY:**

Under the direction of the Assistant Director of Parks & Recreation, the Camp Director of Adventure Unit is responsible for direct supervision of Adventure Unit program staff and camp participants. This position is responsible for coordinating all phases, planning and implementation of field trips, schedules and logistics required for smooth program operations.

#### **DUTIES AND RESPONSIBILITIES:**

- Develops, in collaboration with other Camp Directors and Assistant Director, camp policies and procedures.
- Meet with other Camp Directors and Assistant Director to plan and promote camp programs in preparation of summer season.
- Administration and monitoring all aspects of the Adventure Unit camp program including registration, health forms, paperwork and sign-on/out policies.
- Recruit, train, supervisor, develop, and evaluate camp staff
- Plans and conducts camp staff training at the beginning of camp and facilitate ongoing meetings and necessary trainings to keep staff informed and certifications current.
- Oversee daily operations of the Adventure Unit field trip camp and manage the overall health, safety, wellbeing and enjoyment of camp participants.
- Engage with campers in a positive and supportive manner, fostering a sense of community and belonging.
- Communicate effectively with parents/guardians regarding camp updates, schedules, and events.
- Coordinates camp activities and delegates responsibilities to camp staff.
- Plan and implement weekly trips.
- Monitors camp staff timesheets and submits accurate records for payroll.
- Perform mid-summer and end-summer evaluations of camp staff.
- Determines appropriate action for behavioral issues.
- Performs other duties as assigned by Assistant Director or Director of Parks & Recreation.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty as listed above. The additional requirements listed below are representative of the knowledge, skill, ability, education and training required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and responsibilities of this position.

***Knowledge, Skills and Abilities:***

- **Knowledge of:** development needs of youth (primarily 11-15); behavior management techniques; safety regulations and emergency procedures; effective supervisory and management principles and practices.
- **Skill in:** handling sensitive information and maintaining confidentiality; teambuilding; preparing curriculum and program schedules; training, evaluating and instructing staff.
- **Ability to:** motivate staff; communicate effectively with all levels of camp and Recreation Department staff to address needs to campers; interact with parents on a regular basis regarding positive feedback or behavioral challenges.

***Education and Training***

- Individuals must be at least 21 years of age with supervisory experience.
- Bachelor's degree in education, recreation, or related field (preferred).
- Previous experience in camp leadership, outdoor education or youth development.
- Strong organizational, communication, and leadership skills.
- CPR & First Aid Certifications (or willingness to obtain).
- Ability to work collaboratively in a team environment and adapt to challenging situations.
- Passion for outdoor activities and coordination of programs geared for the 11-15 year old population.

This job description does not list all duties of the job. The Director or Assistant Director of Parks & Recreation may ask employee to perform other job related responsibilities. Employee will be evaluated in part based upon performance of tasks listed in this job description.