



## **DAY CAMP DIRECTOR XTREME CAMP**

### **Qualifications**

Director should have a college degree in Education or working toward such degree and have a minimum of 1-2 years supervising children's activities. First Aid and CPR required.

### **Description**

Plan and supervise week-long camp for children entering Grades 4 - 7. Work closely with the Summer Program Coordinators and reports directly to him/her.

### **Essential Functions**

The Day Camp Director will be responsible for developing a well-rounded camp of activities for all camp sessions, for boys and girls. The specific duties include the following:

- Meet with the Program Coordinator before staff training to discuss staff, scheduling, etc.
- Attend annual VRPA summer staff training early June (Sunday, June 2, 2019).
- Plan and organize camp activities including staff training.
- Maintain the necessary safety standards.
- Supervise staff.
- Assist Program Coordinators with evaluations of counselors in writing.
- Communicate with parents on an everyday basis.
- Keep and maintain all necessary daily, weekly and periodic reports and submit to Program Coordinator
- Maintain accurate, weekly time sheets for staff. Sign-off on them to verify hours.
- Attend scheduled meetings.
- Work cooperatively with all other recreation programs and the Parks Department.
- Summit a summary at the end on the summer, evaluating the summer, including specific program needs, improvements, and recommendations for future years.

### **Physical Demands**

Applicant will be working in an outside environment resulting in daily exposure to the weather. Applicant must be able to lift a minimum of 50 pounds.

### **Hours & Wages**

Seasonal Employment;

Sunday, June 2, 2019

Week of June 17<sup>th</sup>: Staff Training, Dates & Times TBD

June 24<sup>th</sup> – August 23<sup>rd</sup>, 40 – 45 hrs a week.

\$17.25 – \$18.75/ hour DOE

**Application Deadline: March 29, 2019**

**To apply email Resume, Town of Colchester Employment Application to Jenn at [jturmel@colchestervt.gov](mailto:jturmel@colchestervt.gov)**