



DAY CAMP DIRECTOR JRX / 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 Ages 4 – entering Grade 1 (JRX) or entering Grades 4 – 6 (Xtreme). 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.
- 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;

Week of June 13th: Staff Training, Dates & Times TBD

June 20th – August 12th, 42.5 – 45 hrs a week.

\$20.00 – 23.00/ hour DOE

To apply email Resume, Town of Colchester Employment Application to Jenn at jturmel@colchestervt.gov