



BOROUGH OF LINCOLN PARK
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2016

TITLE: SUMMER CAMP DIRECTOR

Reports To: Director of Recreation

Job Summary:

The Lincoln Park Recreation Summer Camp is offered to the children of Lincoln Park, ages 3 yrs through 15 yrs. The Camp Director is required to be available for all of the eight (8) weeks to provide consistency and ensure the safety and welfare of the campers as well as summer staff.

Approximate daily hours are from 8:30am – 12:30pm, with additional hours for day trips for the K-6 Camp and/or the Summer Tour Camp. Prior to the start of camp, Directors will be required to assist with the creation and development of the camp curriculum and programming, assisting in the hiring of staff, and reviewing applications to become educated in the needs of the camp participants.

The main function of the Camp Director is to oversee the operation of the summer day camp. The director is responsible for overseeing the camp program and the supervision of the staff. He or she must ensure that camp runs smoothly and that campers are cared for and safe. He or she will guide the staff in effective role modeling, discipline, and programming. The position requires extensive managerial skills and performs routine and complex administrative work in planning, organizing, coordinating and administering a Summer Day Camp Program. Computer skills are a large portion of the positions responsibilities, communicating to parents and caregivers on a daily basis to notify of schedules, changes, events, etc...

The Camp Director reports to the Director of Recreation or his/her designee. The position is a seasonal position with no vacation, sick time or health benefits. The scheduled hours will meet the needs of the Summer Camp schedules, to include additional hours for special trips and other camp functions.

Duties & Responsibilities:

See Attachment “A” - Pre-Camp, In-Session and Post Camp Responsibilities

Knowledge & Abilities:

- The ability to plan, promote, and evaluate recreation services for the Summer Camp Program.
- Ability to establish and maintain effective working relationships with employees, supervisors, vendors, participants, parents, and the general public to develop and stimulate the interest and cooperation of the staff and campers. Ability to take leadership role over subordinate employees.
- Ability to cope with large groups and noise levels, monitoring both visually and audibly to insure safety, facility rules and health standards.
- Ability to follow routine verbal and written directions. Ability to communicate verbally and to prepare clear, sound, accurate and informative reports as requested.
- Knowledge of and ability to use, but not limited to, personal computer, Publisher Software, Windows, Word, e-mail, copy machine, calculator, fax machine, phone, mobile or portable radio, automobile.

Requirements/Qualifications & Experience:

This position requires multi-tasking of many responsibilities simultaneously. Strong organizational skills and sound judgment are an absolute must. Applicants for the position of Camp Director shall be at least 21 years of age and have one of the following qualifications:

1. At least two (2) seasons of administrative experience in an organized certified camp
2. Nine (9) months verified experience in youth program
3. One (1) season of administrative experience in an organized certified camp and at least one year teaching experience with a teacher certification

Other qualifications:

- Valid driver's license
- CPR and First Aid Training
- Neat appearance and pleasant personality as to command respect
- Performs misc duties as assigned by Director of Recreation or his/her designee
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.
- MUST have flexibility with schedule.
- Background check required with acceptance of employment offer.

Physical Demands:

The employee must be able to occasionally lift and/or move up to 50lbs. Specific vision abilities are required by this job include close vision, color vision, and the ability to adjust focus. The employee will also be required to spend time near and/or in the water when the Summer Camp visits the Community Lake. While performing the duties of this job, the employee works in outside weather conditions. The employee is exposed to normal summer conditions that may be hot, wet and/or humid.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Employees are expected to maintain current knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to staff and general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned and to contribute to the team efforts of the department. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Borough has the exclusive right to alter this job description at any time without notice.

It is the policy of the Borough of Lincoln Park to ensure equitable and fair treatment of applicants and employees in selection and promotion without regard to race, color, gender, creed, national origin, ethnicity, ancestry, religious beliefs, age, marital status, sexual orientation, political affiliation, military status, or physical or mental disability that with reasonable accommodation does not significantly interfere with the ability to perform the essential functions of the job.

Attachment "A"

Camp Director Duties & Responsibilities

Pre-Camp

- Creation and development of the camp curriculum and programming
- Recruits, interviews and recommends potential candidates for camp counselor positions.
- Prepares and conducts pre-camp training and orientation.
- Assists in camp registrations, accepting fees and accounting for same.
- Develops routines, schedules and procedures for camp operation.
- Coordinates chaperone/counselor assignment for trips
- Develops effective written programs plans, including games, crafts, field trips, and special events for Summer Camp Program in consultation with the camp counselors. Camp counselors will be expected to assist with developing program plans.
- Develops and supervises the establishment and maintenance of records and files to include: staff schedules, attendance, incident/accident reports, medical information and logs, safety logs, training logs and other reports.
- Gathers and inventories are supplies needed for daily camp activities.
- Develops a system of record keeping for all recreation resources in the community including volunteers, activity instructors, contributors, special events, and past programs.
- Plans and conducts varied types of activities designed to stimulate interest in the camp and its activities
- Meets with the Head Lifeguards prior to the beginning of camp to review camp sessions at the lake and coordination of swimming and beach activities.
- Meets with the Recreation Superintendent or his/her designee prior to the season and on weekly basis thereafter to provide personnel and facility updates. Plans and facilitates weekly meetings with camp staff.
- Will be required to utilize various types of computerized information systems used, including but not limited to computer and various programs such as e-mail, excel, and word.

In-Session

- Communicate with parents and guardians of campers.
- Always is a positive role model for the campers and staff.
- Provides leadership and direction; maintains open communication with the Recreation Superintendent, or his/her designee, and camp counselors.
- Determines work procedures, prepares work schedules, and expedites workflow; reviews and standardizes procedures to improve efficiency and effectiveness of operations.
- Ensures that all equipment is set-up before the start of camp.
- Maintains harmony among workers and resolves grievances.
- Completion of pre-event and post event evaluation to include attendance numbers, fees received, submitting and approving payroll for employees, overseeing campers on fields or in the water, advising parents or any changes and cancellations to any programs and furnishing updates promptly.
- Assure that equipment and facilities are safely and properly prepared and maintained for use by the program participants and staff. Arrange for broken and unsafe equipment and facilities to be repaired.
- Effectively supervise, coach and mentor the camp counselors through daily training and feedback, positive reinforcement and constructive criticism. Evaluate camp counselors and joint develop improvement plans when necessary.

- Prepare weekly newsletter for campers and parents.
- Prepares oral and written reports on all aspects of the Summer Camp Program as required.
- Plans and develops an effective safety program designed to eliminate hazardous conditions. Ensures the safety of all staff and lake patrons by teaching and enforcing safety rules/guidelines.
- Attends staff training sessions prior to the season and all staff meetings throughout the season. Schedules and facilitates subordinate staff training sessions.
- Effectively supervises, manages and motivates all personnel encouraging that all directions to be carried in a prompt, professional and mature respectful manner.
- Assigns all personnel to their respective work areas.
- Supervise time card procedures - complete & amend time cards as needed.
- Identifies materials and equipment needed to perform tasks, requisitions, receives, stores and issues materials and supplies.

Post-Camp

- Prepare an evaluation summary of the current season, including inventories, staff evaluations, camper reports, and recommendations for the following season.
- Assists with the evaluation of the program and plans for future.