

**Town of Walworth
Parks & Recreation Department
Day Camp Director
37.5 Hour Work Week**



Description of Work

Job Summary:

Under the direction of the Parks & Recreation Director, the Day Camp Director is responsible for the supervision of all campers and staff within Summer Day Camp. Other responsibilities include designing daily and weekly themed activities for campers meant to build community and help campers become comfortable in their new surroundings. Must have meetings with the Parks & Recreation Director prior to and during camp weeks to go over camp activities and needs and communicate any issues that arise during camp.

Job Responsibilities:

- Responsible for the supervision of campers and staff.
- Work with and supervise Counselors in a supportive manner.
- Assign Counselors to specific tasks.
- Greet families and campers upon arrival at camp.
- Establish emergency rules and safety procedures with campers and staff.
- Keep accurate, detailed records of attendance, incident reports, and other necessary documentation.
- Plan daily camp schedule and activities.
- Prepare activities in advance.
- Manage any issues that may arise including, but not limited to, camper behavior issues, parent complaints, etc.
- Provide a safe environment and program for all participants.
- Is familiar with and carries out emergency procedures, rules, and regulations.
- Attend all required training and meetings.
- Assume responsibility for leadership and guidance to campers in daily living skills, with special attention to: Camper personal interactions with respect to others; Camper participation in all camp activities; Camper personal growth, self-confidence, and independence.
- All other duties as assigned.

Job Requirements:

- Certified teacher with teaching experience strongly preferred.
- Ability to work with children to grow in character, experiences. and insights.
- Posses some level of knowledge regarding camp programming and planning.
- Ability to always guard the health and well-being of campers.
- Enthusiastic, responsible, dependable, level-headed, flexible, and calm in all situations.
- CPR/First Aid Certified **OR** willing to become certified before the summer begins.

Physical Requirements:

- Ability to lift up to 40lbs and transport equipment from one location to another.
- Ability to visibly observe children.
- Ability to stand for an extended period.
- Ability to demonstrate and lead activities.
- Ability to hear distress signals even when distracted by noise and activity.
- Ability to reason, solve problems and make sound decisions even when distracted by noise and activity.
- Ability to work in a variety of environments, specifically those subject to heat and humidity.
- Ability to observe and promote safety and security procedures.

Interested Applicants:

Please complete an employment application located on the Town of Walworth website (<https://townofwalworthny.gov/wp-content/uploads/2021/09/Exam-Application-PDF-fillable-NEW.pdf>) provide an updated resume, any applicable supporting items of documentation, and a brief letter of interest to:

Town of Walworth
c/o Walworth Recreation
3600 Lorraine Drive
Walworth, NY 14568

Interested applicants may also email associated items to: walrec@townofwalworthny.gov.