

Summer Camp Director Borough of Dumont

Job Description

The Borough of Dumont is seeking a Summer Camp Director for our 2023 Camp. The Summer Camp Director will plan, coordinate and manage all camp programs, approve all camp activities and assist in hiring of camp staff. The Summer Camp Director is responsible for communicating with all parents, guardians, counselors and camp staff prior to, during and after summer camp.

Candidate must have supervisory experience and strong communication skills. College level course work in elementary or secondary education is a plus. Previous experience working in a camp setting or teaching is preferred. Must have current Red Cross or equivalent CPR, and First Aid Certification prior to the start of camp. The position is a temporary, seasonal, at-will position. The successful candidate will undergo a background check including a criminal check.

Duties and Responsibilities

- Develops, in conjunction with the Director of Recreation, camp policies and procedures.
- Oversees the daily operation of the summer day camp and manage the overall health, safety, welfare and enjoyment of the campers.
- Works in conjunction with the Senior Counselors to organize campers.
- Coordinate all camp activities
- Manage, train and develop camp staff.
- Plans and conducts camp staff training at the beginning of camp and facilitate ongoing meetings and necessary trainings to keep staff informed.
- Monitors camp staff timesheets and completes payroll.
- Performs evaluations of camp procedures and camp staff
- Determines appropriate action for behavioral issues.
- Reports directly to and performs any other duties as assigned by the Recreation Director.

PLEASE SEND RESUMES TO TONY COMO RECREATION DIRECTOR

tcomo@dumontboro.org