

Summer Camp Director-Borough of Dumont

The Borough of Dumont is seeking a Summer Camp Director for our 2024 Camp.

Job Description:

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 parents, guardians, counselors, and camp staff prior to, during, and after summer camp.

Qualifications:

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
- 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.

Schedule and Pay:

Preparation for Summer Camp will start on May 13th and will conclude June 21st. Schedule during this period is varied, flexible, and portions can be performed remotely. Compensation during preparation is \$2,000.00.

Summer Camp begins June 24th and concludes August 2nd, Monday through Friday 7:30 AM – 2 PM. Schedule during this time is not-flexible. Compensation during in-session Summer Camp is \$7,000.00.

Total Compensation is \$9,000.00

Work Location:

Primarily in person/some portions remote - Dumont, NJ 07628- Must commute to location daily during camp period.