



BOROUGH OF WOODCLIFF LAKE

188 PASCACK ROAD, WOODCLIFF LAKE, NEW JERSEY 07677

Danielle McLeer, Director Parks and Recreation

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www.wclnj.com

Job Title: Camp Director
Department: Parks & Recreation
Reports to: Director of Parks & Recreation
Status: Seasonal – May through August
Hours/Week: May- August
Salary Range: \$5,000-\$8,000 (seasonal)

Job descriptions are only intended for a descriptive summary of the range of duties and responsibilities associated with the specified position. Therefore, specifications may not include all duties performed by the position. Additionally, specifications are intended to outline the minimum qualifications necessary for entry into the position.

Please submit resume with job application (which can be found on our town website at www.wclnj.com) to parkandrec@wclnj.com.

Summary

Coordinates and oversees the overall playground program, approves all camp activities and interviews and recommends the hiring of camp staff, including CIT's. They are responsible for communicating with parents, guardians, and counselors and other playground staff prior, during and after the summer camp.

Supervisory Responsibilities

- A. Supervises seasonal camp employees, part-time staff, special interest instructors and volunteers such as CIT.
- B. Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.



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Physical Demands and Working Conditions

- A. Must be able to endure temperatures ranging from cool to extreme heat.

Essential Functions

- A. Knowledgeable of and adheres to all camp policies, rules and guidelines.
- B. Oversees the development of the camp program and approves all activities.
- C. Works with Recreation Director to coordinate programs for camp.
- D. Supervises, disciplines and recommends termination after review process of camp staff.
- E. Organizes and coordinates the counselor selection process.
- F. Produces forms, letters and pertinent documents needed for the implementation of the summer camp.
- G. Handles questions, problems and concerns of parents/guardians before and during summer camp.
- H. Observes the peer culture to see if there are any problems and implement solutions where necessary.
- I. Establishes a procedure for handling all difficulties related to health, behavior and other problems and report incidents to the Recreation Director.
- J. Monitors and ensures appropriate counselor and camp participant behavior and adherence to camp rules and regulations.
- K. Schedules and conducts meetings with staff before and after summer camp each day.
- L. Works closely, cooperatively, and amicably with all staff members.
- M. Handles emergency situations.
- N. Assesses the overall program to see if there are any changes that need to be made for optimum functioning.
- O. Seeks advise and/or assistance from the Recreation Director when needed.
- P. Other responsibilities as assigned.

Knowledge, Skills and Abilities

- A. Ability to establish and maintain effective working relationships with staff, campers as well as parents/guardians.



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- B. Ability to utilize computers, relevant software, phones and other types of electronic or manual office equipment.
 - C. Ability to read, write, understand and communicate in English sufficiently to perform duties of this position.

Education, Experience and Special Requirements

- A. Must have at least 2 years of experience working with children and parents.
- B. First Aid/CPR certification preferred.
- C. Flexibility, creativeness and self-motivated, highly organized.
- D. Ability to work within a budget and purchase supplies efficiently.
- E. Demonstrate ability to manage multiple priorities, creatively solve problems.
- F. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency situation and possess strength and endurance required to maintain constant supervision of campers.

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