

Summer Camp Director

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.

Summary

The Borough of Woodcliff Lake is seeking a Summer Camp Director for our Camp Algonquin 2024 Season starting Monday, June 24th through Friday, August 9th. Camp Algonquin's Director will coordinate and oversee all camp programming, approve all camp activities, interviews and recommend the hiring of camp staff, including CIT prior to the start of camp. The Camp Director will be responsible for communicating with parents, guardians, counselors, and other camp staff prior, during and after the summer camp.

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

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.

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. Observe the peer culture to see if there are any problems and implement solutions where necessary.
- I. Monitors and ensures appropriate employee and participant behavior and adherence to Zero Tolerance Policy, camp rules and regulations, and makes recommendations to the Parks & Recreation Director regarding camp staff advancement or disciplinary action.
- J. Schedules and conducts meetings with staff before and after summer camp each day.
- K. Works closely, cooperatively, and amicably with all staff members.

- L. Handles emergencies in conjunction with the Assistant Camp Director and reports them to the Director of Parks and Recreation.
- M. Assess the overall program to see if there are any changes that need to be made for optimum functioning.
- N. Seeks advice and/or assistance from the Recreation Director when needed.
- O. Must be able to endure temperatures ranging from cool to extreme heat.
- 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.
- 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.
- D. Must be at least 21 years of age and have worked in a camp or daycare setting for a minimum of two summers.
- E. First Aid & CPR certification is required prior to the first day of camp.
- F. The ideal candidate will have experience in planning programs, the ability to work collaboratively with others, possess excellent leadership, management, and organizational skills.
- G. The Camp Director must be patient, enthusiastic, driven, and dependable.

Education, Experience and Special Requirements

- A. Must be at least 21 years of age and have at least 2 years of experience working with children and parents.
- B. 2 years of supervisory camp position preferred.
- C. First Aid/CPR certification required before the first day of camp.
- D. Ability to work within a budget and purchase supplies efficiently.
- E. Demonstrate ability to manage multiple priorities, creatively solve problems.
- F. The Camp Director must be patient, enthusiastic, driven, and dependable.
- G. The ideal candidate will have experience in planning programs, the ability to work collaboratively with others, possess excellent leadership, management, and organizational skills.

Please submit your resume with employment application found @ www.wclnj.com to parkandrec@wclnj.com.