



# Brookfield Parks & Recreation

## Day Camp Director Job Description

To supervise and manage summer day camps for the Town of Brookfield, CT. The Camp Director will oversee staff, campers, and daily operation of camps to ensure a safe, engaging and fun day camp for Pre-K through grade 5. The Director's main responsibilities are to oversee the camp, supervise counselors and coordinate camp schedules and activities. The director will engage in conflict resolution, first aid, game/special event facilitation and communication between the camp and parents. The Camp Director position is seasonal, beginning in June and ending in August each summer.

### **Minimum Qualifications:**

The Camp Director should have at least three years of camp counselor experience with increasing responsibility, or equivalent experience. Ability to lead, plan, organize, and implement program activities. Ability to work as part of a team and the ability to accomplish tasks with little direct supervision. Strong organizational and communication skills required.

### **Duties & Responsibilities:**

- Oversee the daily operation of the camp including staff attendance, daily schedules, conflict resolution, first aid, and drop off, pick up and parent communication.
- Create and manage a staff schedule, oversee payroll, hold staff meetings, conduct staff evaluations and provide constructive criticism for improvement.
- Assist and initiate the planning and implementation of daily crafts, games, activities and special events.
- Supervise and direct all staff to assigned work. Delegate responsibilities as seen appropriate.
- Oversee a weekly Counselor in Training (CIT) program including CIT meetings, trainings, activities and evaluations.
- Facilitate group games and activities.
- Liaison between camp and parents. Director must have strong communication skills to greet campers and parents at drop off each day.
- Communicate issues and concerns to parents at pickup.
- Mediate camper conflicts.
- Administrative functions as assigned.
- Ensure camp safety throughout every day and during all activities.
- Coordinate daily camp inventory, cleanup and prep for the following day.

**Supervisor:** Recreation Supervisor.

**The Town of Brookfield is an equal opportunity employer.**