



Brookfield Parks & Recreation

Day Camp Coordinator Job Description

The Day Camp Coordinator is a full-time, seasonal position that will oversee all parks & recreation day camps in several locations around town. This position will assist in camp planning, policy, procedures, and staff training in the lead up to the start of day camps. During the camp season, the coordinator will supervise and manage staff, camp operations, and conflict resolutions to ensure a safe and engaging camp experience. This position requires daily travel within town, visiting camp locations and moving camp supplies around as needed. The coordinator will also serve as a liaison in communicating information between camp staff, parents, and Brookfield Parks & Recreation professional staff.

Minimum Qualifications:

The Day Camp Coordinator should be at least 21 years of age or older and have at least four years of camp supervisory experience with increasing responsibility, or equivalent job experience. Ability to work as part of a team, delegate responsibility, problem solve and help foster staff development. The ability to lead, plan, organize, and implement program activities is desired. Strong organizational and communication skills required. CPR, AED, First Aid Certification required or ability to become certified before camp begins. Applicants must have a valid driver's license and their own vehicle.

Duties & Responsibilities:

- Assist with camp planning, scheduling, policy creation, and staff training components.
- Oversee the daily operation of the camps including logistics, daily schedules, conflict resolution, and parent communication.
- Manage and maintain a safe camp environment throughout the summer.
- Supervise and assign staff to their designated roles. Delegate responsibilities as appropriate.
- Manage and motivate staff, hold staff meetings, conduct staff evaluations and provide constructive criticism for improvement.
- Oversee a weekly Counselor in Training (CIT) program including CIT meetings, trainings, activities and evaluations.
- Communicate issues and concerns to parents regarding behavioral and conflict situations in a timely manner.
- Coordinate camp equipment inventory between camps and make purchases as needed.
- Assist camp counselors and directors in mediating camp conflicts.
- Communicate with Brookfield Parks & Recreation professional staff about camp changes, participant communications, and operational issues.
- Administrative functions and other duties as assigned.

Physical Demands:

- Sufficient strength, agility, and mobility to perform essential functions and to supervise activities in a wide variety of indoor and outdoor locations.
- Ability to lift 50 pounds.

Supervisor: Recreation Supervisor

Compensation: Hourly, Based on experience. Milage reimbursement for travel within workday.

Employment is contingent upon successful completion of a background check.

The Town of Brookfield is an equal opportunity employer.