

Revised 9/28/21

**Town of North Branford
Parks, Recreation, and Senior Department**

CAMP/AFTER SCHOOL DIRECTOR JOB DESCRIPTION

General Purpose: Responsible for operations of all aspects of the assigned summer camp including staff and camper supervision, evaluation, and training. Always maintains safety standards and practices. Follows and enforces town and department policies. Ensures quality customer service to all program participants.

Essential Duties & Responsibilities:

- Supervise Assistant Director, Camp Counselors, and Paraprofessionals.
- Ensure quality customer service through positive interactions with participants, staff, guardians, and the public.
- Works directly with the Recreation Supervisor to ensure program is operating in a professional and safe manner.
- Always maintains highest level of safety and risk management.
- Responds appropriately to all emergencies and reports all incidents to the Recreation Supervisor.
- Evaluates staff both orally and written throughout the season.
- Maintain records, reports, and information regarding the camp attendance/rosters, staff timesheets/hours worked, daily equipment and facility checks, disciplinary reports, accident reports, pick up/drop off and other reports as assigned.
- Assists the Recreation Supervisor with orientation and other trainings as needed.
- Other duties as assigned.

Qualifications:

- American Red Cross CPR & First Aid, Heads-Up CDC Concussion Certification, Medical Administration Certification
- Experience working with children
- Experience supervising employees in a camp setting desired

Immediate Supervisor: Recreation Supervisor

Physical Demands: Physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the incumbent is required to lift, walk, drive, sit, talk write in English. The employee must be capable of lifting and carrying up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions, which are often adverse, both in the cold and heat. The employee will be

required to work in storm conditions, rain, snow, sleet, and other conditions that may be present in New England.

Selection Guidelines: Formal application, oral interviews, and reference checks.

The duties listed above are intended as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignments to the position.

The job description does not constitute an employment agreement between the employer and employee.

Approval: _____ **Revision History:**
Town Manager

Date of Town Council Approval: **Effective Date:**