



RECREATION DEPARTMENT

TOWN OF TOLLAND

104 OLD POST ROAD, TOLLAND, CT 06084

Tel: (860) 871-3610

Fax: (860) 870-6876

E-Mail: bwatt@tolland.org

Website: www.tolland.org

TOWN OF TOLLAND

TITLE: ASST. CAMP DIRECTOR

Starting pay \$11.00

The Tolland Recreation Department is currently accepting applications for an Assistant Camp Director for the Summer Season of 2016 to late August. Starting rate is \$11.00 per hour. The position is 40 hours Monday through Friday, hours TBD. Applications are available in the Town Manager's Office, Hicks Memorial Municipal Center, 21 Tolland Green, Tolland, CT 06084 or at www.tolland.org under Help Center. This is a temporary position with no benefits. All applications are due back to the Tolland Town Manager's Office. Position open until filled. EOE/AA

JOB SUMMARY

Under general supervision of the Camp Director, assists in the planning, implementation, supervision, and evaluation of a comprehensive summer recreation program for youth ages 5 to 15. The Assistant Camp Director assists in the day to day operation of the camp.

ESSENTIAL JOB FUNCTIONS

- Is considered a first responder for all medical emergency procedures and may be exposed to possible health risks.
- Supervises lavatories and assist children in daily living skills.
- Plans, implements, supervise, and evaluate all program offerings.
- Assists in the assignment of work schedules; supervises and evaluates staff.
- Assists in the supervision of the program directors and activities
- Has daily contact with parents and participants; resolves conflicts.
- Maintains accountability of and is responsible for the health and safety of all participants.
- May teach program areas where required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a variety of leisure skills such as arts and crafts, music, drama, physical fitness, nature, aquatics, team and individual sports.
- Ability to deal effectively with parents, participants, and other Town employees.
- Strong leadership and administrative skills.
- Ability to motivate staff and participants.

JOB QUALIFICATIONS

- 18 years of age or older
- At least 12 weeks previous experience in an organized camp or be a college student in Recreation, Physical Education or related field.
- A valid Connecticut driver's license and transportation.
- Ability to secure certification prior to employment in:
Mandatory: Standard First Aid, CPR, BBP
- Must work flexible hours. Summer season is June-August.
- Attend mandatory training session in Blood Borne Pathogens and overall Departmental policies.

Reports to: Camp Director

Salary: Starting at \$11.00 per hour

Dates of Service: Crandall Park Camp: Late June- Late August 2016