



RECREATION DEPARTMENT

TOWN OF TOLLAND

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TOWN OF TOLLAND **TITLE: CAMP DIRECTOR** **Starting pay \$13.00**

The Tolland Recreation Department is currently accepting applications for a Camp Director for the Summer Season of 2016 to late August. Starting rate is \$13.00 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 Director of Recreation, performs responsible work in the planning, implementation, supervision, and evaluation of a comprehensive summer recreation program for youth ages 5 to 15. The Camp Director is primarily responsible for 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.
- Assigns work schedules, supervises and evaluates staff.
- Has daily contact with parents and participants; resolves conflicts.
- Maintains accountability of and is responsible for the health and safety of all participants.
- Assists Special Events Coordinator in the implementation of special events; plans weekly camp events.
- Screens medical forms and prepares reports and forms as 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.
- Strong leadership and administrative skills.

JOB QUALIFICATIONS

- 18 years of age or older.
- At least 16 weeks previous experience in an organized camp or a degree 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 June-August.
- Attend mandatory training session in Blood Borne Pathogens and overall Departmental policies.

Reports to: Director of Recreation

Salary: Starting at \$13.00 per hour

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