

75 Mill Plain Road
Fairfield, CT 06824



Phone (203) 256-3191
Fax (203) 256-3145

Summer Playground Camp Director

Department: Parks & Recreation
Pay Grade: Hourly (\$20.00, seasonal)

Job Summary

Under general supervision of the Recreation Coordinator, 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.

General Duties and Responsibilities

- Plans daily and weekly events for 2000+ participants in the playground camp program.
- Assists in the hiring process of all summer playground camp program staff.
- Plans and implements a staff training which will take place the week prior to the start of the summer program.
- Assigns work schedules, supervises, and evaluates all program staff.
- Supervises and communicates daily with the Site Directors and Leaders working at each of the sites.
- Keeps track of daily attendance as well as all accidents and incidents that occur during camp hours.
- Makes sure that all rules, policies and procedures are followed.
- Responsible for the safety of all children and staff on off-site trips.
- Must collect and record all receipts of payment for outside entertainment.
- Has daily contact with parents and participants.
- Writes weekly newsletters which are sent to parents regarding upcoming activities.
- Helps to resolve conflicts involving participants, staff, and parents.
- Must be able to be certified in first aid and CPR and Epi-Pen.

Qualifications:

- A valid Connecticut driver's license and transportation.
- Must work flexible hours: Summer season June – August, some off-season hours throughout the year as needed.
- Previous camp experience in a similar position with similar responsibilities.