

Town of Trumbull Parks & Recreation Department Playground Camp Director

The Town of Trumbull is seeking qualified applicants for the position of Playground Camp Director within the Parks & Recreation Department. Potential candidates should also be available for camp planning, staff recruitment and training at times January through June.

Interested individuals should submit a resume, letter of interest, and complete the Town of Trumbull online application which can be located and completed on the town website.

<https://www.governmentjobs.com/careers/trumbullct>

Finalists will have to undergo an extensive background check.

The Town of Trumbull is an Equal Opportunity Employer and complies with the ADA.

Location: 366 Church Hill Rd. Trumbull, CT 06611

Hours: Monday: Friday 8:30am-3:30pm June – August

- Planning and preparation hours as assigned in April and May

Compensation: \$17-\$20/hour commensurate with experience.

General Description of Duties:

Under the direction of the Recreation Program Manager, the Playground Camp Director will operate summer day camps at three separate sites over the course of seven weeks, June through August. This person will serve as the site supervisor when present at the locations and on all trips. The director will provide leadership to the program and staff while planning, implementing and evaluating activities and camp staff.

Duties:

- Responsible for assisting with planning of all camp activities and trips.
- Assist with interviewing, hiring and evaluation of all camp staff
- Work with Recreation Program Manager to plan and conduct all staff trainings
- Oversee Playground Camps to ensure efficiency and staff/camper safety
- Responsible for risk management. Recognize and effectively respond to emergencies
- Oversee counselors planning and implementation of activities
- Confirm weekly rosters and attendance
- Complete necessary paperwork in a timely manner
- Complete evaluations in an on-going basis and make necessary adjustments to sustain a high functioning camp
- See that supplies are available and in stock for counselors and campers
- Provide support, encouragement and leadership to all campers and staff members
- Collaborate with counselors and the Recreation Program Manager on a daily basis

- Communicate with parents on a daily basis to ensure high standards and assist with concerns
- Assists with disciplinary procedures with campers and staff
- Other duties as assigned

Minimum Qualifications:

- Must be 21 years of age or older
- Must have supervisory experience in a camp setting
- Must be certified in or have the ability to obtain CPR, First Aid, and AED certifications
- Must possess leadership ability and ability to motivate others
- Must be able to communicate with staff, campers and parents in a professional manner
- Can think creatively, problem-solve, make decisions, instruct, supervise, and evaluate others
- Previous experience working with youth