

Seasonal Camp Director Town of Kensington, NH

The Town of Kensington, NH is currently seeking interested and qualified applicants for the Seasonal, Full Time position of Camp Director as further described below:

DESCRIPTION

Responsible for the daily operations, administration, supervision and planning of the Town of Kensington's Summer Day Camp. This includes working with the Board of Selectmen, Kensington Summer Camp Coordinator and both elementary and middle school aged campers, as well as supervising counselors and campers. Responsible for providing an environment that is safe, nurturing, healthy, educational, and fun. Providing campers and staff with opportunity to develop new skills and make positive contributions at camp and in the community.

Position is seasonal, full time, 40 hours per week with some overtime required to complete administrative duties. Position will report ultimately to the Board of Selectmen through the Summer Camp Coordinator.

Duties include, but not limited to, the following:

1. Oversees and implements the operation of the Summer Day Camp Program.
2. Follows camp policies to ensure the safety and welfare of participants and staff.
3. Inspects facilities, equipment, and programs for safety hazards, corrects improper or hazardous situations, and reports conditions to Summer Camp Coordinator and Board of Selectmen representative.
4. With Camp Coordinator and camp staff, plans and administers a diversified camp program for children ages 5-12 in sports, games, arts & crafts, water activities, field trips and environmental appreciation.
5. Assigns, supervises, trains, and evaluates camp staff, including volunteers.
6. Daily, works with and supports staff in leadership and personnel needs, balances relationships amongst staff and campers, and serves as a resource for camp staff.
7. Oversees and runs weekly staff meetings as needed and assists in the development and evaluation of Counselors in Training.
8. Administers standard first aid and CPR as qualified in the event of injuries to campers and staff, serves as the primary emergency contact person for Camp, and when needed, directs camp staff in properly executing and managing emergency event protocols until relieved by Town Emergency Management Director and Board of Selectmen.
9. Supervises camp counselors effectively and positively, maintains camp schedules and communicates with parents/guardians when necessary about camp activities and campers.
10. Other duties as assigned.

PREFERRED QUALIFICATIONS

1. Bachelor's Degree in education or a related course of study. Experience working with youth of all ages. Past involvement/experience in a summer camp environment as staff (or as a camper!) Experience hiring and managing a team of employees. Experience (and a love for!) working with kids. Combinations of specialized experience and education in lieu of bachelor's degree may be considered in candidate selection
2. Valid driver's license.
3. Current Certification in CPR and Standard First Aid or equivalent, additional town trainings or equivalent obtained by June 1, 2022.
4. Knowledge of philosophy and objectives of day camp programming and its application to individuals and groups.
5. Knowledge of methods involved in organizing, conducting, and supervising a comprehensive day camp operation including field trips and special events.
6. Ability to speak clearly and concisely before groups; ability to work with campers, staff, parents, and volunteers.
7. Ability to maintain timely, accurate records; analyze and evaluate statistics and program; prepare reports and deliver briefings to Board of Selectmen representatives on these matters.
8. Ability to recognize deficiencies in programming, safety, and leadership and to decide upon or recommend (as needed) corrective measures for improvements.

TO APPLY:

A Town of Kensington, NH employment application and complete job description are available on the Town's website at www.town.kensington.nh.us and looking under the Recreation Department page and Summer Camp Tab for Kensington Summer Camp Forms. Applicants may also email us to receive application materials at kensingtonreccamp@gmail.com.

Applications will be reviewed, and qualified candidates contacted for interviews on an ongoing basis. Therefore, interested candidates are encouraged to apply early.

A completed Town of Kensington Employment Application is **REQUIRED**. Submit application to Assessor's Office, 95 Amesbury Road, Kensington, New Hampshire 03833, or email scanned copy to assessor@kensingtontown.com or kensingtonreccamp@gmail.com.

SALARY: \$17.00 - \$20.00 per hour based on education or experience qualifications.

Closing Date: February 25, 2022