

Summer Camp Coordinator and Supervisor

Town of Kensington, NH

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

DESCRIPTION

Responsible for the initial planning and scheduling of the camp, including site selections and commitments, securing speakers and field trips, and preparing all required administrative notifications, brochures and briefing reports for both the citizens and the Town Board of Selectmen. Negotiating all required vendor contracts under the authority of the Board and reviewing/updating all required camp forms and manuals. Incumbent works closely with both the Kensington Board of Selectmen and the Camp Director to ensure that campers, counselors, and camper families are provided 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, part time, and up to 40 hours per week with some overtime required to ensure the initial planning of the summer camp is properly executed. After camp begins, the position may fall to part time, with Coordinator being available to the Board, Director, staff and campers/families on as needed basis. Position will report ultimately to the Board of Selectmen.

Duties include, but not limited to, the following:

1. Planning the dates, times, locations, field trips, and administrative details of the Summer Day Camp Program.
2. Reviews, recommends, and updates all camp policies to ensure the safety and welfare of participants and staff.
3. Routinely briefs Board of Selectmen on Summer Camp Program planning and delivery.
4. In partnership with Camp Director, inspects facilities, equipment, and programs for safety hazards, corrects improper or hazardous situations, and reports conditions to Board of Selectmen representative.
5. Ensures sufficient staffing is hired, trained, and evaluated during Camp program. Recommends changes as needed to Camp Director.
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. Participates and assists Camp Director in weekly staff meetings as needed and assists in the development and evaluation of Counselors in Training.
8. Ensures all Camp staff is licensed/trained in 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. Responsible for Camp closeout duties in administrative, financial, and policy matters. Oversees the final close out session with all Camp staff to review best practices and recommendations for change in future Camp year. Briefs Board of Selectmen.

10. Other duties as assigned. See separate Attachment A titled "Summer Camp Coordinator Responsibilities" for detailed information. Available on Town website.

POSITION REQUIREMENTS

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, or equivalent to obtain by April 1, 2023.

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: \$18-20 per hour based on education or experience qualifications.

Closing Date:

February 16, 2023