

The Town of New Milford is hiring! The Town of New Milford Parks and Recreation Department is currently accepting applications for the position listed below. Qualified and interested applicants should submit a resume, cover letter, three professional references, and a completed Town of New Milford employment application to [Personnel@newmilford.org](mailto:Personnel@newmilford.org)



## Town of New Milford Parks & Recreation Department

2 Pickett District Road, New Milford, CT 06776  
Telephone (860)-355-6050 – Fax (860)-355-6052

### Job Description: Camp Director

**POSITION:** Camp Director

**REPORTS TO:** Director of Programs and Events, Director of Parks and Recreation

**LOCATION:** John Pettibone Community Center or Northville Elementary School

**SEASONAL:** 40 Hours/Week

**RATE:** \$20-\$25/hour

**MISSION:**

The mission of the New Milford Parks and Recreation Department is to provide quality leisure opportunities in a safe and healthy atmosphere and to enhance the quality of life of the community through the responsible management of parks, recreation activities and natural resources. To meet these ends, the Parks and Recreation Department attempts to provide safe and wholesome recreational services of both a passive and active nature. Our goal is to create a balance of activities, special events and programs for any and all segments of the population.

**GENERAL STATEMENT OF DUTIES:**

Responsible for the administration and general direction of the Parks and Recreation Summer Camp program in accordance with the philosophy set by the Director of Programs and Events and the Director of Parks and Recreation.

**SUPERVISION EXERCISED:**

Oversee the Supervisors and counselors at each site.

**ESSENTIAL FUNCTIONS:**

- Prepare all special events and trips and schedules by April 30th.
- Communicate politely and effectively with campers, parents and staff.
- Scheduling, making reservations, and requisitioning all trips, special events and transportation within budget parameters.
- Assist Director of Programs and Events with interviews for supervisors and camp counselors prior to camp.
- Coordinate the special activities and trips between the three campsites. A copy of all information handed out should be handed in to the Director of Programs and Events.

- Directly implement the special events and trips for each playground site. (It is not necessary for the coordinator to go on each trip, but it is necessary to help the supervisors properly load the children on the bus and to meet the bus when it returns).
- Meet weekly with the Site Supervisors to discuss program ideas, issues, and problems.
- Develop a risk management plan for the entire program and for each site individually. The plan should include accident prevention, emergency response, incident/accident reports, accident de-briefing, and first aid supply checklist.
- Complete a final report and program disposition/evaluation about the summer camp program at the end of the summer. Report should include staff comments and suggestions as well as parent or participant comments and suggestions. Include the final budget for the program.
- A financial accounting of all monies for the trips and special events should be kept throughout the program and presented to the Director of Programs and Events after each activity, and a final accounting at the end of the program.
- Responsible for holding an evaluation every three weeks with each Supervisor and Assistant Supervisor and to verbally discuss their evaluation individually with each employee at the end of the program. Also responsible to see that the Supervisors prepare a written evaluation of their staff under their direction.
- Provide a written evaluation of each trip and special event.
- Responsible for calling the bus company and preparing a schedule for all trips.
- Responsible for organizing the equipment for each site and seeing that it gets to each site in good condition for the first day of the program.
- Both the Director of Programs and Events and the Camp Director will work together to prepare an orientation for the first day of the program.
- Responsible for picking up time cards every Friday and bringing them to the Parks and Recreation Office.
- Oversee the Supervisors at each site and make sure that a well-rounded program of daily activities is being offered.
- Must have cell phone for use in an emergency.
- Performs other related duties as assigned.

### **PHYSICAL REQUIREMENTS:**

Must be able to:

- Actively run, jump, swim, and lift a minimum of 1/3 their own body weight.
- Frequently bend, twist, crouch, squat, kneel and climb stairs and flex and rotate head and neck.
- Occasionally crawl, push, pull, reach and lift above shoulders.
- Occasionally work on uneven ground and slippery surfaces.
- Use hands in repetitive motion, grasping and fine manipulation of both right and left hands.
- Withstand constant & repeated exposure to nature's elements: rain, sun, wind, cold & heat.

### **MINIMUM QUALIFICATIONS:**

- Minimally, High School Diploma, with Associates or Bachelor's Degree preferred.

- At least three years' experience supervising children in a day camp or playground setting
- First Aid and CPR certifications required.
- Must possess or have the ability to obtain a valid Connecticut motor vehicle license.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to organize and supervise staff effectively.
- Ability to work well with the community.
- Ability to work independently.
- Ability to deal with a diversity of people in such a manner as to encourage compliance.
- Ability to deal with Town officials, employees and the public in a professional, effective, and courteous manner both in person and over the phone.

**PRE-CAMP**

- Plan and run all staff training days,
- Help in promoting summer camp at various pre-camp events if possible.

**IN-CAMP**

- Arrive at camp by 8:00 a.m. and stay until 4:00 p.m. or until campers have cleared. Note that a normal camp day begins at 8:30am and ends at 3:30pm, but these hours will vary as needed.
- Perform any and all duties pertinent to the successful operation of the Specialty areas.
- Participate in all planned activity areas, with a focus on Arts & Nature.
- Maintain rules as required by State license and assume role in camp emergency procedures.
- Assist/lead camp wide activities, rainy day activities, field trip activities, opening/closing activities. Sing songs, act in skits, make up stories, act appropriately silly and have fun!
- Be proactive, not reactive regarding all issues related to safety, planning, and counseling.
- Be responsible for communicating to the Camp Director/Assistant Director/Unit Director any conflict situations with children, staff, and/or families.
- Keep all areas used clean, maintained and suitable for use by staff, campers and families.
- To act in a manner that promotes the core values and Parks and Recreation Mission.
- All other duties assigned.

**AGREEMENT BETWEEN CAMP DIRECTOR AND PROGRAM AND EVENTS DIRECTOR.**

**Agreement Between Camp Staff and Camp Director**

- We understand and mutually accept the job description listed above which represents our agreement to the job to be performed. We understand that all staff agreements may be terminated should circumstances make the operation of New Milford Parks and Recreation impossible or should enrollment not equal expectations.
- My paperwork for payroll must be turned in by the start of staff training. This is necessary in order to process the first payroll checks on time. Staff may not begin working without all of the required completed paperwork and two forms of government-issued ID. A Statement of Age (Working Papers) is needed for anyone under the age of 18.

- We understand that camp staff are to abstain from drinking alcoholic beverages and smoking while on duty for the duration of the New Milford Parks and Recreation season. Usage will result in immediate dismissal.
- I give permission for camp to secure medical treatment for me in case of an emergency.

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.)

The Town of New Milford is an Equal Opportunity Employer.

\_\_\_\_\_  
Camp Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program and Events Director

\_\_\_\_\_  
Date

**Working Conditions, Physical and Mental Requirements:** Occasionally may be exposed to inclement weather in carrying out property appraisal duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an “X” in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>			
<b>Physical Demands:</b>					Depth Perception				X			
Standing				X	Color Distinction				X			
Walking				X	Peripheral Vision				X			
Sitting		X			Driving		X					
Lifting		X			<b>Physical Strength:</b>							
Carrying		X			Little Physical Effort (-10 lbs.)			X				
Pushing		X			Light Work (-20 lbs.)		X					
Pulling		X			Medium Work (20-50 lbs.)		X					
Climbing		X			Heavy Work (50-100 lbs.)		X					
Balancing		X			Very Heavy Work (100+ lbs.)	X						
Stooping		X			<b>Environmental Conditions:</b>							
Kneeling		X			Cold (50 degrees F or less)		X					
Crouching		X			Heat (90 degrees F or more)		X					
Crawling		X			Temperature Changes			X				
Reaching			X		Wetness		X					
Handling			X		Humidity		X					
Grasping			X		Extreme Noise or Vibration		X					
Twisting			X		Exposure to Chemicals		X					
Feeling			X		Exposure to Gases and Fumes		X					
Talking			X		Exposure to Unpleasant Odors		X					
Hearing				X	Exposure to bodily fluids		X					
Repetitive Motion			X		Exposure to dampness		X					
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X					
Visual Acuity/Near				X	Mechanical Hazards		X					
Visual Acuity/Far				X	Physical danger		X					

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.