



RECREATION DEPARTMENT

# TOWN OF TOLLAND

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## **TOWN OF TOLLAND** **TITLE: CAMP DIRECTOR** **Starting pay \$21.00**

The Tolland Recreation Department is currently accepting applications for a Camp Director for the Summer Season of 2024 to late August. Starting rate is \$21.00 per hour. The position is approximately 40 hours Monday through Friday, hours TBD. Applications are available in the Town Manager's Office, Hicks Memorial Municipal Center, 21 Tolland Green, Tolland, CT 06084 or at [www.tolland.org](http://www.tolland.org) under Help Center. This is a temporary position with no benefits. All applications are due back to the Tolland Town Manager's Office. Position open until filled. EOE/AA

### **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.

### **ESSENTIAL JOB FUNCTIONS**

- Is considered a first responder for all medical emergency procedures and may be exposed to possible health risks.
- Oversees and works with Camp Program Director with the planning, implementation and evaluations of all program offerings.
- Assigns work and activity rotation schedules, supervises and evaluates staff.
- Has daily contact with parents and participants; resolves conflicts. Sets reminders at sign-in/out table, oversees authorized pick-ups and checks ID's, provides regular updates to parents and updates Dinner Discussion Board.
- Emails participants weekly with new session information including but not limited to; reminders, themes, things to look forward to and what to pack.
- Maintains accountability of and is responsible for the health and safety of all participants.
- Assists the Recreation Coordinator in the implementation of special events; plans weekly camp events.
- Screens medical forms and prepares reports and forms as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of a variety of leisure skills such as arts and crafts, music, drama, physical fitness, nature, aquatics, team and individual sports.
- Strong leadership, communication and administrative skills.

### **JOB QUALIFICATIONS**

- Preferred 16 weeks previous experience in an organized camp or a degree in Recreation, Physical Education or related field.
- A valid Connecticut driver's license and transportation.
- Ability to secure certification prior to employment in:  
Mandatory: Standard First Aid, CPR, AED.
- Must work flexible hours. Summer season June-August.
- Attend mandatory training session in Blood Borne Pathogens and overall Departmental policies.

<b>Reports to:</b>	Recreation Coordinator
<b>Salary:</b>	Starting at \$21.00 per hour
<b>Dates of Service:</b>	Crandall Park Camp: Late June – Mid-August 2024