



RECREATION DEPARTMENT

# TOWN OF TOLLAND

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## TOWN OF TOLLAND

### TITLE: CAMP PROGRAM DIRECTOR

Starting pay \$19.00

The Tolland Recreation Department is currently accepting applications for a Camp Program Director for the Summer Season of 2024 to late August. Starting rate is \$19.00 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 Program Director is primarily responsible for the day-to-day operation of the camp, ensuring game/activity modifications to ensure age appropriateness for all participants.

### ESSENTIAL JOB FUNCTIONS

- Is considered a first responder for all medical emergency procedures and may be exposed to possible health risks.
- Plans, implements, supervises and evaluates all program offerings. Provides camp staff with new and innovative games to coordinate with Camp Theme Days, including Camp Songs.
- Supervises and evaluates staff on execution of camp activities. Provides suggestions on modifying activities to ensure age appropriateness. Keeps daily rotations on schedule and moving in a timely manner.
- Has daily contact with parents and participants; resolves conflicts alongside Camp Director.
- Maintains accountability of and is responsible for the health and safety of all participants.
- Assists the Recreation Coordinator and Camp Director in the implementation of special events; plans weekly camp events.
- Screens medical forms, assists the Camp Director in preparing 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.

**Reports to:** Recreation Coordinator

**Salary:** Starting at \$19.00 per hour

**Dates of Service:** Crandall Park Camp: Late June – Mid-August 2024

