



READINGTON RECREATION

JOB DESCRIPTION

- Position:** Summer Camp Site Supervisor
- Type:** Seasonal, part-time
- Wage:** \$13.00 to \$20.00 per hour
- Hours:** Monday through Friday, 8:00am to 6:00pm, during camp season
Hours may vary daily, based on camp programming
- Location:** Whitehouse School and/or Holland Brook School
- Supervision:** This position reports to the Assistant Director of Recreation.
The person who holds this position is responsible for supervising approximately 15-20 counselors and 150 campers.

POSITION SUMMARY

A Summer Camp Site Director is responsible for the day-to-day administration and supervision of a site of the Readington Recreation Summer Camp. He or she communicates with counselors, campers, guest instructors and presenters, other contributors to the camp program, and parents of campers.

DUTIES & RESPONSIBILITIES

- Follows and enforces all guidelines set forth in the Readington Recreation Camp Manuals and Handbooks
- Supervises camp counselors, supervising and controlling campers enrolled in camp
- Works collaboratively with camp counselors on camp activities
- Oversees, implements, and manages the daily camp schedule
- Monitors and ensures appropriate camper behavior and adherence to camp rules and regulations
- Ensure all camp paperwork (such as camp accident reports and incident reports) are properly completed and filed, when necessary, and reports filings to the Department
- Manages emergency situations in conjunction with the Department
- Attend any training sessions required by the Department
- Maintain a safe environment for counselors and campers
- Develop and maintain a good relationship with campers, parents, and counselors

QUALIFICATIONS

- Minimum age: 20
- At least two years of camp counselor experience preferred
- Excellent oral communication skills and interpersonal skills
- Good work ethic and ability to work without close supervision
- Valid CPR/AED and First Aid Certification required
- Passing a background check will be required to be completed as a condition of hire

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job.