



READINGTON RECREATION

JOB DESCRIPTION

- Position:** Teen Trip Camp Supervisor
- Type:** Seasonal, part-time
- Wage:** \$13.00 to \$20.00 per hour
- Hours:** Monday through Friday, 8:00am to 5:00pm, during camp season
- Location:** Camp day starts and ends at Pickell Park, travel to area attractions
- Supervision:** This position reports to the Assistant Director of Recreation.
The person who holds this position is responsible for supervising approximately five counselors and 35 teen campers.

POSITION SUMMARY

The Teen Camp Director is responsible for the day-to-day administration and supervision of the Teen Trip Camp. Each day, the camp takes bus trips to area attractions including, but not limited to, amusement parks, water parks, beaches, movies, miniature golf, baseball games, arcades, etc. The Teen Camp Director supervises counselors and campers on the bus and at the trip site and facilitates each trip acting as a liaison between the Department and trip site.

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 Teen Camp
- Takes camp attendance each day, required parents to sign in and sign out their child (or ensure child has a signed walking permission form) and bring camper forms and binders on each trip
- Responsible for payment, organization, and group direction on each trip
- Required to turn in receipts, payment information, and refunds to 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: 21
- Excellent oral communication skills and interpersonal skills
- Experience leading school field trips or summer camp trips preferred
- Ability to accurately handle cash, checks, credit cards, and receipts
- 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.