

**Manchester Recreation Division
Position Guide**

**TITLE: CAMP PROGRAM DIRECTOR
(Pay varies with position assignment.)**

JOB SUMMARY

Under general supervision of the camp director, performs responsible work in the planning, implementation, supervision, and evaluation of a variety of challenging, engaging, interesting, age appropriate activities with in a specific program area of a summer recreation program.

ESSENTIAL JOB FUNCTIONS

- ***Is a first responder for all medical emergency procedures and may be exposed to possible health risks. Supervises lavatories, assists children in daily living skills, and may be required to perform janitorial duties.***
- Conducts daily safety checks of equipment and supplies.
- Develops daily lesson plan and instructs activities daily.
- Assists the Camp Director in special events

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to deal effectively with parents, participants, and other Town employees.
- Strong leadership skills.
- Ability to work well and motivate children ages 5 to 15 and possess an understanding of their social, emotional, and physical abilities.

JOB QUALIFICATIONS

- 18 years of age or older
- Should possess eight weeks of previous experience in an organized camp or be college student in field related to program area.
- Ability to secure certification prior to employment in:
 - Mandatory: Standard First Aid, CPR, Basic Water Safety
 - Desirable: Water Safety Instructor, Lifeguard Training
- Must be able to work flexible hours.
- Attend mandatory training session in Blood Borne Pathogens and overall Departmental policies.

Applications are available in the Human Resources Department, 41 Center St., P.O. Box 191, Manchester, CT 06045-0191, at the Center Springs Main Office, 39 Lodge Drive, Manchester, CT 06040, as well as online at recreation.townofmanchester.org.

(The above description is illustrative. It is not intended as a guide for personnel actions and must not be taken as a complete itemizing of all facets of any job)