

Employment Type: Part time

Compensation: \$25.64 per hour

Company: Newton Parks, Recreation & Culture

Location: 246 Dudley Rd, Newton, MA 02459 and onsite summer location in Newton

Job Description:

The Camp Coordinator is responsible for the day-to-day operations of a summer camp program including staffing; programming; data management; communicating with camp families and staff; maintaining a budget; health, safety and behavior management of campers and staff; and following department policies and procedures for operating a summer camp.

This person is also responsible for pre-camp operations including scheduling events and field trips, planning for camp activities, ordering supplies, procuring transportation for field trips, camp promotion, communicating with camp families, managing the registration website, applying for necessary permits and scheduling inspections, maintaining participant records, and filing appropriate reports.

This part time position and does not include benefits. It includes being on-site during the operating hours of the 7-week program (approximately 45 hours per week), along with some day, night and weekend hours during the pre and post-camp season (approximately 5 – 20 hours per week), not to exceed 1040 total hours throughout the year.

The Successful candidate will have a strong customer service ethic, a team-orientated work style, and well-developed interpersonal, verbal, and written communication skills. The ability to work independently to organize and prioritize multiple assignments is critical to this position as is thoroughness and attention to detail.

For a complete list of the responsibilities of this job, please see the job description on the City of Newton's website.

Qualifications:

Bachelors Degree in Recreation, Education, or related field or 5 year supervisory role at a camp required. Minimum 2 years experience in camp programming and administration. Possess proven skills in planning, scheduling, organizing, and evaluation and exhibit strong written and oral communication skills. Current First Aid and CPR Certification and Driver's License with reliable mode of transportation.