

Position: Summer Camp Coordinator/Program Consultant

Responsible To: Newton Parks, Recreation & Culture Department Commissioner

Qualifications:

- Must be at least 23 years of age
- Bachelors Degree in Recreation, Education, or related field or 5 year supervisory experience at a camp required
- Minimum 2 years experience in camp programming and administration
- Possess proven skills in planning, scheduling, organizing, and evaluation
- Exhibit strong written and oral communication skills
- Current American Red Cross First Aid and CPR Certification
- Current Driver's License and reliable mode of transportation

Duties and Responsibilities:

Operations

- Maintain the daily operations of a 7 week day camp program that runs from 8:00 am – 6:00 pm July 5–August 19, 2022
- This position oversees a camp with more than 100 campers and 25 staff per week, as well as approximately 15 CIT's
- Be involved in pre-camp planning and promotion from November to June, attend camp fair, hire camp staff, run staff orientations, perform post-camp evaluations and reports, and more
- Prepare and maintain program budget
- Prepare the Camp Policies and Procedures Manual and the Parent Handbook
- Prepare records and put in permits for Health Department, Public Buildings, Fire Department, school building use, etc. and schedule necessary inspections
- Prepare and organize records and necessary paperwork for all campers and staff at camp and on field trips
- Supervise the Director, Assistant Director, Specialists, Sr. Counselors, Counselors, and CITs
- Submit weekly payroll for summer staff
- Order supplies and equipment when needed – following the bid process when applicable
- Responsible for all communication with parents
- Maintain daily contact with parents and staff during the camp season
- Handle any and all camper and staff issues as they arise
- Maintain confidentiality with personal camper and staff records and ensure camp staff are keeping necessary information confidential
- Complete accident and incident reports as necessary and file reports with the appropriate offices
- Encourage and maintain open and positive communication with staff
- Complete program and staff evaluations and other reports as necessary
- Be aware of the channels of communication in the event of an emergency or problem
- Make the Commissioner or designee aware of all problems or incidences at camp
- Perform other duties as required by the Commissioner or designee

Scheduling

- Organize field trips and special events prior to the start of camp
- Coordinate buses for field trips
- Order camp shirts and other camp supplies
- Set up online registration for camp
- Prepare brochures and promotional material for camp
- Update online information on City website
- Design an operational plan to include daily schedule, staff breaks, etc.

Programming

- Have programs prepared in advance for all activities
- Check supplies and equipment needed for daily activities
- Report for work at least 15 minutes before the campers arrive
- Develop a good working relationship with co-workers and treat everyone with respect
- Demonstrate creativity and the ability to motivate, guide and instruct children of varied abilities in all activities
- Schedule and run staff meetings at least once a week during the program
- Assist with group coverage when needed
- Review the daily schedule with all staff members
- Participate in all activities and motivate staff through example
- Work closely to assure the appropriate adaptation of activities for ALL campers
- Ensure Extended Day hours have appropriate staff coverage
- Act as First Aid Supervisor for the camp and attend all necessary trainings
- Implement weekly fire drills and head lice checks
- Be aware of allergies and special concerns of all staff and campers
- Have knowledge of the physical layout of the camp facility
- Daily concern for the health and wellbeing of all campers
- Be responsible for and demonstrate good judgement in knowing health and safety issues and the whereabouts of campers at all times

This is a PART TIME position and does not include benefits. This position allows for no more than 1040 hours per year. Hours throughout the year will be completed at the Newton Parks and Recreation office during regular office hours Monday – Friday 8:30 am – 5:00 pm with the exception of the Camp Fair and other camp promotion, staff interviews, staff training and weeks that the summer program runs. Some work may be done from home or after hours on an as needed basis. Applicants must be available to be onsite and at the summer program during staff training and the 7 weeks that camp runs.

Rate: \$25.64 per hour

Please submit a copy of your resume and cover letter by Friday November 5, 2021.

By fax to (617) 796-1512, by email to parks@newtonma.gov, or to

Newton Parks, Recreation & Culture Department

246 Dudley Rd

Newton, MA 02459

For questions call 617-796-1500