

North Hampton Parks and Recreation

Date of posting January 23, 2023

Summer Camp Director

Reports to: Parks and Recreation Director

Description:

Responsible for the daily operations, administration, supervision and planning of the Town of North Hamptons Parks and Recreation Department -Summer Day Camp. This includes working with participants of all ages, and their parent/guardians as well as supervising camp staff. Responsible for providing a safe, nurturing, educational and fun environment.

This is a seasonal, full time 40 hours per week position. In addition, part time hours, flexible with the selected candidate will be available throughout the year for planning, training, staff building, scheduling and marketing Summer camp.

Duties include but may not be limited to the following:

Reports to the Recreation Director the plan for Summer Camp and meets frequently with the Recreation Director with updates.

Works closely with the Youth Program Coordinator on the Summer Camp plan.

Oversees and implements the total operation of the Summer Camp.

Follows and enforces North Hampton parks and recreation Summer Camp policies to ensure the safety and welfare of participants and staff.

Inspects facilities, equipment, and programs for safety hazards; corrects improper or hazardous situations and reports any hazardous conditions to the Recreation Director, and camp staff.

Works daily with and supports all camp staff.

Meets daily with staff supervisors to reinforce camp plans and address any concerns.

Creates daily camp "Staff Feedback" document with input from camp supervisors. Determines and creates any Incident reports that need to be generated and makes all necessary contacts including Parents and Recreation director when an incident report is created.

Creates weekly staff schedule for all staff members and creates weekly camp rosters based on registrants. Emails all families weekly with confirmed roster and upcoming weeks plan and schedule.

#### **Position Requirements**

Experience in working with children in a recreational or educational setting

Graduate from accredited college or university with degree in recreation, physical education or related field preferred. Valid Driver's license  
Supervisory experience preferred  
CPR/First Aid/AED Certified or equivalent  
Job Type: Seasonal Full-time

Pay \$17-\$18 per hour based on qualifications and experience

Interested candidates should send cover letter, resume and references, by email to Joe Manzi, North Hampton Parks and Recreation Director at [jmanzi@northhampton-nh.gov](mailto:jmanzi@northhampton-nh.gov). Position will remain open until filled.