

# Town of Barrington, New Hampshire

<b>Title:</b>	Summer Camp Co-Director	<b>Department:</b>	Recreation Department
<b>Grade:</b>		<b>Wage Range:</b>	\$13.00-\$15.00
<b>Supervisor:</b>	Director of Recreation	<b>Hours:</b>	M-F, 7:30am-5:30pm
<b>Initiated:</b>		<b>Last Revised:</b>	4/5/2021

## Job summary

Prior experience working with children is required. Excellent organizational and communication skills are required. Specialized skills in the following areas: special events, arts and crafts, sports, games, and working with school-aged youth. Experience supervising staff.

## Summary of essential job functions

- Works under the general supervision of the Assistant Recreation Director.
- Camp Directors are responsible for pre-planning of camp daily activities as well as inventory & ordering of new supplies. This will occur in late winter months.
- Camp Director are responsible for post camp inventory.
- Responsible for the supervision, safety and accident prevention of all day camp staff and participants.
- Responsible for supervising participants, resolving behavioral issues, and communicating with parents as needed.
- Summer Camp Directors are required to adhere to all guidelines outlined in the Summer Camp Employment Manual.
- Responsible for assisting in seasonal, weekly, and daily planning and implementation of the day camp program.
- Responsible for the organization, maintenance and cleanliness of the day camp facilities, supplies, and equipment. Also, distribution & collection of day camp handouts and parent release forms for field trips.
- Camp Directors are required to perform daily check ins, the filing of completed accident and incident reports when necessary and inform the Assistant Recreation Director of any issues or concerns that may require immediate attention.
- Camp Directors are required to document weekly staff hours.
- Acts as a liaison between the Recreation Department, campers, and parents.
- May be required to lift items that weigh more than 25 lbs.
- Responsible for ensuring participants, staff and parents are adhering to COVID-19 day camp guidelines.

## Minimum Qualifications

- High School or GED diploma required.
- 2- or 4-year college degree in related field preferred.
- Subject to background check
- CPR/First Aid Classes required

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description does not create an employment contract, implied or otherwise.

Please forward resume & cover letter to:  
Barrington Recreation Director  
C/O Recreation Director  
P.O. Box 660  
Barrington, NH 03825

Or email to:  
Recreation@barrington.nh.gov