



Town of East Granby, Department of Parks and Recreation
79 North Main Street, East Granby, CT | Mailing Address: 9 Center Street, East Granby, CT 06026
(860) 653-7660 | www.eastgranbyrec.com

Employment Opportunities – Director Camp Granbrook

Camp Director – Camp Granbrook

Camp Granbrook is a rustic outdoor day camp held at East Granby Farms in East Granby, CT. This is a full-time, seasonal position. Camp Operates mid-June through mid-August, Monday-Friday.

The Director must be a positive role model for our youth and staff and provide sound guidance and leadership. Preferred candidates will be subject to a background check.

Interviews will begin March 16th and continue until the position is filled.

General Statement of Duties:

Under the supervision of the Director of Parks and Recreation, the Camp Director is responsible for the day-to-day operation of Camp Granbrook and the supervision of its personnel and campers. Responsibilities include planning, organizing, and implementing recreational programming for the camp, instructing related skills as needed, and maintaining camper records and incident reports.

Required knowledge, skills, and qualifications:

The Director of Camp Granbrook must have a high school diploma and a minimum of 2 years of college education. Previous camp director and/or experience in education, recreation, or a related field is preferred.

The Camp Director must have good communication and interpersonal skills with an interest in working with children. They should enjoy working outdoors in all weather conditions, possess strong leadership skills within an understanding of child development. They must be creative and have knowledge in arts and crafts, music, sports, and games. The Director must be able to handle emergencies and must have CPR/ First Aid/AED certification prior to the start date of camp.

Responsibilities:

- Meet with the Parks and Recreation staff to plan and promote Camp Granbrook day camp and extended-day camp for the summer session.
- Assist with the set-up and break-down of camp site.
- Administer and monitor all aspects of the Day Camp and extended day.
- Assist with the recruitment, interviewing, and hiring of camp staff.
- Responsible for organizing and participating in the training of staff.
- Maintain assigned budget for personnel, supplies, entertainers, and field trips.

- Maintain records of attendance, sign-in/out sheets, emergency sheets, permission slip, accident reports, program evaluations, and equipment.
- Deal directly with parents, town employees, Parks and Recreation staff, and outside vendors.
- Update the Director of Parks and Recreation of any problems or concerns and meet weekly to review.
- Inspect and maintain facilities and equipment for safety purposes and report any issues to the Director of Parks and Recreation.
- Order supplies and insure delivery.
- Plan and organize the daily program, including coordinating schedules (staff and program), lesson plans, field trips, and staff supervision.
- Evaluate camp staff members, provide constructive feedback, implement positive discipline actions, and maintain accurate records.
- Evaluate effectiveness of the programs.
- Administer basic first aid, files and submits incident reports.
- Required to wear Staff shirt while at Camp and always dress and act in a professional manner.
- Effectively delegates various responsibilities to camp staff.
- Maintain camper records including medical forms and incident reports.
- Work beyond this job description as the need arises.

The above is intended to describe the general responsibilities of the position and is not an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Other functions may be assigned, and the Town retains the right to add or change the duties at any time.

Physical Requirements

The Camp Director must be able to move throughout the camp and perform the essential functions of the position, with or without a reasonable accommodation.

Compensation & Benefits:

This position's base wage range is \$20.00 - \$25.00 per hour, depending on the employee's level of experience and qualifications. This is not a benefits eligible position.

Mail completed application to:

East Granby Parks and Recreation
 Attn: Alicia Van Neil
 9 Center Street
 East Granby, CT 06026

A cover letter should accompany the application setting forth the applicant's qualifications and experience.

Questions about the position can be sent to aliciav@egtownhall.com or by calling the Parks and Recreation Office at (860) 653-7660.