



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 Mini Adventurer Camp

East Granby Parks and Recreation accepts applications January through June for various seasonal (Summer) positions.

Camp Director – Mini Adventurer Camp

Mini Adventurer Camp is our preschool camp for 3 – 5-year-olds who are not yet in kindergarten. This half-day camp is held at East Granby Farms in the Recreation Building and on the grounds of the property. This is a part-time, seasonal position . Camp operates 6-8 weeks June – August, Monday-Friday, 9 a.m. – 12 p.m., with the option for a kindergarten extension program.

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 Mini Adventurer Camp and the supervision of 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. The Camp Director shall participate in evaluating camp staff.

Required knowledge, skills, and qualifications:

The Director of Mini Adventurer Camp must have a high school diploma and a minimum of 2 years of college education.

Previous camp director and/or experience in early childhood education, recreation, or a related field is preferred.

The Camp Director must have good communication and interpersonal skills with an interest in working with pre-school aged children. They should enjoy working outdoors, 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 that are age appropriate for the preschool age camper.

The Director must be able to manage 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 Mini Adventurer Camp.
- Assist with the set-up and break-down of camp site.
- Administer and monitor all aspects of the Camp.
- 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, & on-site entertainment.
- Maintain records of attendance, sign-in/out sheets, emergency sheets, permission slips, 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.
- Ordering supplies in a timely manner.
- Plan and organize the daily program, including coordinating schedules (staff and program), lesson plans, on-site entertainment, and staff supervision.
- Evaluate camp staff members, provide constructive feedback, implement positive discipline actions, and maintain accurate records.
- Be responsible for maintaining camper records including medical forms and incident reports.
- Accept the responsibility to 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.