



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

Summer 2023 Employment Opportunities – 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 (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 with no benefits. Camp will run Monday-Friday, 9am – 12noon, with the option for a kindergarten extension program. The camp runs 4-6 weeks June – August. The Director must be available to work the full camp season.

A qualified candidate is a positive role model for our youth and staff, providing guidance and leadership, which will help develop positive self-esteem, sense of fair play and cooperation. Preferred candidates will be subject to a background check. *Interviews will begin March 1st and continue until the position is filled.*

General Statement of Duties:

Under the direct 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 direct supervision of all Camp personnel. Responsibilities include the planning, organization, direction, and implementation of recreational programming for the program site, instructing related skills as needed, and maintaining camper records and incident reports. The Camp Director provides the Parks and Recreation Director with input in evaluation and/or assessment of the performance of camp staff and is accountable for the supervision of all campers.

Required knowledge, skills, and qualifications:

The Director of Mini Adventurer Camp should 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. This individual should be a motivated, flexible team player, with good communication skills, and an interest in and willingness to work with pre-school aged children. They should be comfortable working outdoors, possess strong leadership skills and understand child development and day camping, including a knowledge of simple arts and crafts, music, sports, and games that are age appropriate for the preschool age camper. The Director must have the ability to create a program schedule to include organized and free play activities as well as the ability to supervise the work of camp staff, ability to enforce regulations firmly, tactfully, and impartially and resolve disciplinary issues amongst staff and campers. They must have the ability to establish and maintain effective working relationships with other employees and the public. The Director must have the ability to recognize potential emergencies and to act immediately and calmly and take the appropriate action or preventative steps. The individual must have CPR/ First Aid/AED certification prior to the start date of camp.

Administrative 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 as required.
- 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 reports any issues to the Director of Parks and Recreation.
- Take the initiative in ordering supplies as needed and follow through to see that these arrive and are inventoried as received.
- Plan and organize the daily program. Coordinate 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.
- Evaluate on-going effectiveness of the programs.

General Responsibilities:

- Report to the Director of Parks and Recreation
- Create a supportive, creative, and respectful community for campers, and provides each child with the opportunity to learn in an atmosphere which is non-threatening.
- Implement all policies and procedures involved in the day-to-day operations of camp.
- Establish and enforce age-appropriate and consistent rules; handles discipline problems as they arise.
- Implement all safety procedures. Monitors and ensures the physical and emotional safety of all campers and staff. Recommends changes to policies to better serve the needs of the camp.
- Design and deliver imaginative and age-appropriate day-to-day programming for the Camp.
- Act as liaison between office staff and summer camp staff.
- Responsible for planning, organizing, and supervising on-site field trips and entertainers, as well as informing and preparing campers, parents, and staff for the event.
- Assist counselors with camper issues beyond staff control and work out solutions.
- Guide the counselors regarding their responsibilities in noting and reporting illness, injury, or unsafe practices and conditions that might contribute to camper and staff accidents.
- Responsible for maintaining camper records including medical forms and incident reports.
- 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.
- Accept the responsibility to work beyond this job description as the need arises.

Disclaimer Statement

The above is intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties and skills required of personnel so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

Physical Requirements

Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this causes undue hardship to the camp.

Compensation & Benefits:

This position's base salary range is \$20.00 - \$25.00 per hour; actual salary will reflect level of experience and qualifications relative to position requirements. 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, stating qualifications.

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