



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 – Camp Granbrook

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

Day Camp Counselors – Camp Granbrook

Camp Granbrook is a rustic outdoor day camp held at Granbrook Park in East Granby, CT. Camp will run Monday-Friday, mid-June through mid-August. Staff members must be available to work the full camp season. Part-time and full-time positions are available. Preferred candidates will be subject to a background check.

Our Counselors interact with our campers throughout the entire day, helping them make friends, try new things, and generally caring for their safety and well-being. The role of a Counselor is to be an active participant, build relationships and have fun while ensuring the physical and emotional safety of every child and staff member. Counselors must be 15 years of age or older.

Compensation and Benefits:

This position's starting salary is \$15.00 per hour; actual salary will reflect level of experience and qualifications relative to position requirements. This is a seasonal position not eligible for benefits.

General Responsibilities:

- Reports to the Camp Director and the Director of Parks and Recreation.
- Directly responsible for supervising, organizing, and fully participating in daily activities with a small group of children while on-site and off-site on trips.
- Provide a safe, well supervised, positive, and engaging environment for all programs and activities.
- Arrive prepared and on time for work and consistently demonstrate service excellence.
- Responsible for cleanliness of camp site, including the pickup and proper disposal of litter.
- Lead by example and be a positive role model.
- Ensure that all children follow Camp rules, regulations, and policies while at Camp and off-site.
- Act immediately, calmly, and appropriately to secure the safety of participants in the event of an emergency.
- Assist campers with resolving any issues arising during play time.
- Assist with minor first aid issues, such as ice packs, band aids, scratches, etc. Properly fill out incident/accident reports for any injury or incident.
- Attend mandatory training and scheduled staff meetings to learn new techniques, program/policy changes and discuss important issues pertaining to programs.
- Report inappropriate behavior, incidents, and chronic misconduct to Camp Director.

- Assist campers to ensure campers have their belongings and are properly returned to their guardians.
- Requires some heavy lifting (up to 50 lbs.) and working outdoors in all weather conditions. Sneakers and/or safe footwear are required.
- Staff shirts must be worn on all days at camp.
- Maintain a professional appearance, demeanor, and attitude at all times.
- Maintains strict confidentiality when handling sensitive information.
- Perform other duties as assigned.

Qualifications:

- Previous experience working with children is preferred, but not required.
- Must be decisive, flexible, responsible, dependable and possess strong leadership skills.
- Must be creative, enthusiastic, have tons of energy and the ability to remain alert and attentive.
- Must be a team player and able to follow directions and schedules, be organized, and interact well with other counselors, supervisors, parents, and children.
- Must be able to give effective directions and supervision of participants.
- Must have a positive personality and the ability to provide leadership and stability for program continuity and success.
- Must have the ability to tolerate daily exposure to the sun, heat, and bugs.
- Must be CPR/ First Aid/ AED certified prior to the first day of camp.

Along with the daily job duties of our Day Camp Counselors, there are opportunities for motivated individuals to take on additional roles and responsibilities. These roles work collaboratively with the Camp Director to ensure a successful camp program. The following positions are open until filled:

Arts & Crafts Specialist

The role of the Arts & Crafts Specialist is to plan, prepare, and execute safe, fun, and creative daily arts & crafts activities for all campers, as well as assist with all camp activities when not leading art programming.

Applicants should be creative, energetic, organized, enjoy working with crafts and children, and be able to successfully plan, prepare for and structure daily art activities for all age groups.

Specialist responsibilities:

- Develop an arts & crafts program that is appropriate for the age and ability of the campers.
- Work cooperatively with the camp administration to coordinate theme-related craft projects.
- Provide a list of supplies/equipment needed to Camp Director at least one week prior to the session in which the arts & crafts project will occur.
- Responsible for managing all arts & craft supplies, including the inventory, storage, organization, and purchase requests of all materials.
- Have a full understanding of all planned arts & crafts projects and effectively demonstrate and communicate instructions to both campers and staff.
- Responsible for the preparation, set up and clean-up of all arts and craft projects.
- Responsible for ensuring the Arts & Crafts area of the shed is kept neat and clean, with all items put away at the end of each day.
- Adapt and work with children of different age groups and abilities.

Sports & Games Specialist

The role of the Sports Specialist is to plan, organize, implement, and lead age-appropriate sport and game-based camp programming as well as assist with all camp activities when not leading sports and games program.

Applicants must have comprehensive knowledge of sports and games, the ability to clearly explain and demonstrate each activity to all staff and campers and be capable of adapting as group dynamics change.

Specialist responsibilities:

- Create a fun and safe atmosphere with well thought out, planned, organized and age-appropriate daily activities for the campers.
- Set clear and consistent rules and effectively communicate and demonstrate the activity to all campers and staff.
- Update and maintain the Camp “Sports and Games” binder.
- Responsible for the set-up, breakdown, proper storage, organization, inspection and upkeep of all sports and games equipment and supplies. Report to Camp Director items that need to be repaired, replenished, or replaced.
- Responsible for cleanliness of the field/ court/ shed and surrounding areas.
- Demonstrate and encourage positive attitude, inclusion, teamwork, good sportsmanship, fair play, patience, and perseverance.
- Supervise participants, enforce rules, and maintain a safe environment.

Food Service Specialist:

The role of the Food Service Specialist is to plan, direct, and supervise the camp’s “food service”, as well as assist with all camp activities when not actively coordinating food service. Camp Granbrook food service includes lunches from pre-determined local restaurants and the on-site Snack Shack.

Applicants should be self-motivated, organized, personable, and able to handle all foods – hot and cold. A working knowledge of simple math and spreadsheets is required.

Specialist responsibilities:

- Collect and tally campers’ weekly lunch orders and payments via online platform and paper order forms.
- Place daily lunch orders with designated local restaurants, coordinate the payment, pickup and/or delivery of the food, and maintain receipt documentation for financial records.
- Create a snack shack supply list and price list. Organize and maintain the snack shack inventory and collaborate with office staff to ensure additional supplies are purchased as needed.
- Coordinate staffing of the Snack Shack, maintain records of camper account balances, and ensure the return of remaining funds at the completion of each week.

CIT (Counselor in Training) Coordinator:

The Counselor in Training (CIT) program is for campers who are ages 12-14 years old. As the coordinator of this program, you will have a group of tweens/teens with whom you will explore various aspects of leadership and camp programming. Each week you will work with the CITs to develop their camp knowledge, teaching skills, and leadership skills. The CIT Coordinator will organize, plan, and assist with CITs throughout the program as well as assist with all camp activities when not assisting CITs.

Applicants must have comprehensive knowledge of the Counselor in Training role, the ability to clearly explain and demonstrate problems that may arise and be capable of adapting as group dynamics change. Applicants should be energetic, organized, and enjoy working with teens and children.

Coordinator responsibilities:

- Create a fun and safe atmosphere with well thought out, planned, organized and appropriate daily responsibilities for the CITs. Create a daily check list of tasks for CITs to follow.
- Work with the weekly camp schedule to delegate jobs and integrate the CITs into group programs.
- Understand leadership and group dynamics and actively support all efforts to increase cooperation, communication, and collaboration between and among staff members, CITs, and campers.
- Responsible for communication of welcome letter prior to week of camp via email.
- Oversee the CITs to ensure they are engaging campers in a safe and fun manner.
- Each week, evaluate each CIT on their performance and growth and provide them feedback.
- Communicate with the Parks and Recreation Program Coordinator if any issues arise.

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.

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.