



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 Adventurers

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

Day Camp Counselors – Mini Adventurers

Mini Adventurer Camp is our pre-school 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. Counselors must be available to work the full camp season.

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. Preferred candidates will be subject to a background check. *Interviews will begin March 1st and continue until all positions are filled.*

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.
- 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.
- 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 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, and 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 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 arts & crafts 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. Responsible for ensuring the Arts & Craft supplies are kept neat and clean, with all items put away at the end of each day.
- 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.
- Adapt and work with young children with different abilities.

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.