

Job Title: Camp Director

Department: Recreation

Status: Hourly. Negotiable for Full-time or Part-time

Compensation: up to \$25/hour commensurate with experience

Job Summary:

Waterbury Recreation is looking for Camp Directors to co-lead our 2025 Summer Day Camp for the Town of Waterbury. The Camp Directors will work with Recreation staff, and other camp staff and directors, as well as with campers directly, to provide a safe, responsible, well-supervised camp. The positions are responsible for implementing activity planning and projects, fostering a positive learning environment, establishing a positive rapport with campers, guardians, and other staff, and preparing materials and supplies. Directors will communicate with guardians, coordinate with instructors, facilitate staff meetings and staff training, and generally oversee the weekly camp schedules. Ahead of summer hours, Camp Directors will be required to have 1-3 planning sessions with the Recreation Director and Program Coordinator to prepare for camp, and assist with staff training.

Duties/Responsibilities:

The Camp Directors will:

- Oversee the high-level operations of Summer Camp
- Evaluate the camp daily to suggest improvements, needs, hazards, and/or trends
- Handle communications with guardians in a timely manner
- Manage and supervise counselors
- Develop and adjust programming to meet camp needs
- Assist with the training of program staff
- Administrative work pertaining to programs
- Maintain supplies, equipment, and materials for camp operations
- Drive campers in town vehicles

Required Skills/Abilities:

The Camp Directors will need to have:

- Strong verbal and written communication skills
- Good customer service skills
- The ability to supervise seasonal staff
- Strong organization and problem-solving skills
- The ability to work independently and with others
- The ability to serve, communicate with, and work with a diverse population
- Proficiency in Microsoft Word, Excel, Adobe programs (preferred)
- Experience with MyRec.com software (preferred)
- Must pass criminal background check

Education and Experience:

The Camp Directors must have:

- 2-4 years of related experience, preferably in a position supervising programs and other staff, OR
- A combination of experience and education that may be considered equivalent to the previous requirement – College work in a related area (Recreation, Athletics, Education, Business, Public Administration) is helpful; an Associate’s Degree at minimum is preferred.
- Mandated Reporter training*
- CPR/First Aid Certification*
- Lifeguard certification (preferred)

*These certifications shall be part of training should they not currently be held

Interested applicants should complete an [Employment Application](#) and send to Katarina Lisaius (klisaius@waterburyvt.com) with their cover letter and resume. Applications will be reviewed on a rolling basis, deadline is February 20, 2025.