



West Windsor Recreation Job Description

Position: Camp Director

General Function: To provide a quality program within the goals and objectives of the total camp program.

Supervisor: Recreation Director

Qualifications: A college degree in Education or in related field. Experience in working in summer camp, with the ability to direct and supervise counselors and children.

Job Responsibilities:

1. Plan, coordinate and implement camp program acceptable for all age groups in camp, and relate to appropriate themes.
2. Supervise all camp staff.
3. Maintain proper care for existing equipment and supplies.
4. Responsible for health and well being of staff and campers.
5. Abide by all camp policies and procedures.
6. Practice and enforce all camp safety regulations and emergency procedures.
7. Staff, camper and parent relations.
8. Maintain weekly camp records.
9. Track and assign staff to weekly roles and assignments.
10. Supervise daily check-in and check-out of all campers.
11. Organize staff training sessions and schedule staff meetings during the camp program.
12. Make scheduled written evaluations on the total camp program and on staff.
13. Represent the West Windsor Recreation Department in a mature and professional manner.
14. Consistently maintain a high degree of SAFETY on the playgrounds, fields, pools, buses, sidewalks, classrooms, trips, etc...by active supervision and direction of campers.

I have read and understand the above responsibilities and agree to follow them to the best of my ability.

Signature and Date: _____

Print name: _____

Please return signed paper to the Recreation Office.