

Job Title: Summer Camp Director

Job Summary

The summer camp director is responsible for the overall planning and management of all our camp operations. This includes staff recruitment and training, the development of camp programs, camper safety and welfare, budgeting, and communication with parents and guardians. The director ensures that the camp provides high-quality programs that are both fun and educational. This is a top-level position that requires extensive experience and specific educational requirements.

Key Responsibilities

- **Staff Management.** The summer camp director is responsible for recruiting, hiring, training, and supervising all camp staff. This includes counselors, activity specialists, and support staff.
- **Program Development.** The director must design and implement a diverse range of camp programs and activities. The programs must be age-appropriate, engaging, and educational.
- **Camper Safety and Welfare.** The safety and welfare of the campers and staff are the priority of the camp director. They must enforce camp policies and procedures, including emergency response plans.
- **Budget Management.** The director develops and manages the camp budget. They oversee purchasing and ensure financial practices are followed.
- **Communication.** The camp director serves as the primary point of contact for parents and guardians. They provide updates on camp activities and handle inquiries and concerns promptly and professionally.
- **Facility Management.** The director is responsible for ensuring that the camp facilities are maintained in a safe and clean condition. They must coordinate with maintenance staff for repairs and improvements.
- **Marketing and Enrollment.** The director assists in marketing the camp and recruiting campers. They manage the enrollment processes and maintain accurate records.

Qualifications:

- Bachelor's degree in education or a related field preferred
- Previous experience in camp management or leadership roles
- Strong leadership and team management skills
- Excellent communication and interpersonal skills
- Ability to develop and implement innovative camp programs
- Knowledge of child development and behavior management techniques
- CPR and first aid certification
- Bi-lingual speaker preferred but not required
- Strong accounting, organization and book keeping skills

Employment Applications can be found at: <https://northplainfieldnj.gov/all-forms>

Resumes and a completed Employment Application can be sent to: Rec@northplainfieldnj.gov