

**JOB DESCRIPTION**  
**SUMMER RECREATION CAMP DIRECTOR**

Job Title: Director

Qualifications: Certification in the Following:

- CPR & First Aid
- NJ Teacher's Certification Preferred or 5 years experience in summer recreation program
- Strong Leadership Abilities
- Child care experience

Main Duties:

- Directly oversee all Summer Camp Program Staff
- Conduct orientation program for the staff with the Recreation Dept. Director
- Develop and Implement staff training
- Create organized atmosphere at camp. Make sure campers arrive, attend, and depart in the safest manner possible
- Active role in providing conflict resolution between campers and/or staff; provides notification to Recreation Director
- Sign & Complete Time Sheets and Payroll Records
- Develops Camp Calendar with Supervisors and Art & Crafts Staff
- Ensures Health Office/Health Officer meet NJ Youth Camp Standards and maintain proper documentation
- Meets regularly with Supervisory staff to evaluate the program and provide necessary changes.
- Signs Accident Reports and ensures accuracy
- Notifies Recreation Director of any accidents/illnesses and ensures parents/guardians have been advised; ensures proper documentation
- Attends necessary meetings
- Will conduct a final evaluation of all subordinate staff

Reports to: LHT Parks & Recreation Director