



Town of Belmont

Office of Parks & Recreation

PO Box 310, 143 Main Street, Belmont, NH 03220
Phone & Fax (603) 267-1865
www.belmontnh.org

Job Description: Summer Camp Director

Starting Salary: \$16.00 per hour

Position: Seasonal Full Time

Hours: Monday-Friday 8AM-4:30PM, hours vary, 37-40 hours per week, 12 weeks starting May 30th for camp preparations.

Qualifications:

- Must be at least 18 years of age
- High School Diploma or equivalent
- Early Childhood Education, Physical Education or related field is preferred
- Combination of education and experience that indicates an ability to meet the requirements of the job are also acceptable
- Experience dealing with parents in a professional and tactful manner
- Criminal Background Check approval is required
- Certification of First Aid and CPR techniques, or willingness to obtain
- Ability to train staff, motivate staff and set goals
- Ability to impose discipline
- Ability to be outdoors and lead and participate in physical activities
- Ability to effectively communicate with camp participants, parents and staff
- Knowledge of relevant laws, department policies and procedures, and program objectives
- Skill in working with youth
- Skill in speaking to groups and making presentations
- Skill in serving diverse populations, such as persons with disabilities
- Skill in budgeting and financial management
- Skill in record keeping
- Skill in large group management, scheduling, time management and resourcefulness
- Skill in leadership and the coordination of staff and participants
- Skill in use of computers

Supervision Received: Works under the general supervision of the Recreation Director who makes work assignments, and evaluates performance based on safety procedures and completion of assigned tasks in accordance with instructions.

Supervision Exercised: Supervises Assistant Camp Director, Camp Counselors, Counselors in Training, and Campers

Essential Functions:

- Hire, supervise, train and evaluate program staff
- Responsible for overall Summer Camp Program site(s)
- Oversee maintenance of daily log, attendance, activities, participants, events, accident/injury, and medications
- Adhere to and administer program policies and procedures in the employee and camper handbooks
- Acts as a leader and mentor to counselors, providing guidance and opportunities to grow
- Provide staff development training as needed
- Communicate with parents and deal with parental concerns
- Develop and implement enrichment activities for summer camp participants
- Monitors payroll, budgeting and accounts receivable and payable
- Manages inventory and purchases supplies
- Manages disciplinary issues
- Oversee procurement of cash and check payments as needed
- Work requires some physical exertion
- Other duties as assigned

Please direct questions to: Danielle St.Onge, Director
Recreation@belmontnh.org