

# **TOWN OF AVON**

## **Camp Director**

### **SALARY RANGE:**

\$18.50 - \$22.00

### **POSITION SUMMARY:**

Supervises and directs the day-to-day operations of camp.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Recreation Program Specialist and Director of Recreation and Parks.

### **SUPERVISION EXERCISED:**

Supervises Recreation Leaders, Counselors in Training (CIT's), and program participants.

### **ESSENTIAL FUNCTIONS:**

- Develop and direct camp schedule
- Coordinate communications with parents/participants, staff, and contractors
- Manage behavioral issues
- Attend to participant and staff needs
- Ensure all safety and security rules and procedures are being followed
- Perform clerical duties
- Perform housekeeping duties

### **PHYSICAL AND MENTAL REQUIREMENTS/ WORK ENVIRONMENT:**

(Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all-inclusive and may be supplemented as necessary). Sufficient physical stamina to lift and carry approximately 50 pounds and keep up with the participants for long periods of time with little downtime. Ability to be an active participant in recreation activities including but not limited to swimming, sports, and entertaining. Ability to work in extreme weather conditions, including heat, cold, rain, and snow. Ability to work in a loud, busy, and fast-paced environment. Must be able to hear and see clearly for effective supervision. Must be able to speak at a high volume for long periods of time while leading participants. Sufficient mental stamina to provide constant and vigilant supervision to program participants. Ability to work under stress and multi-task.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Strong organizational, interpersonal, and communication skills
- Knowledge of youth development and recreation programming

### **MINIMUM QUALIFICATIONS:**

Must be at least 21 years old. High school diploma or equivalent.

### **LICENSE(S) AND/OR CERTIFICATION:**

American Red Cross Child and Baby First Aid/CPR/AED Certification

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

*The Town of Avon is an Equal Opportunity/Affirmative Action employer.*