

## TOWN OF FORESTBURGH IS SEEKING DAY CAMP DIRECTOR

As a Camp Director, you will be the go-to person for all things camp. Your job will include many responsibilities, all with the goal of creating a memorable and meaningful camp experience for your campers. The Camp Director will have real ownership over their camp programs and enjoy infusing their own creativity and talents into their weekly schedules. As you manage an average of 30-50 campers ages 5-12, their families, club logistics, your staff team and other camp happenings, you will be truly supported by the Town of Forestburgh all the way.

### Camp Director Qualities

- Ability to work with children to grow in character, experiences and insights
- Knowledge of camp program and planning
- Ability to guard the health and well-being of campers at all times
- Prior experience working with children in a leadership position
- Enthusiastic, Responsible, Dependable, Level-Headed, Flexible, and Calm in all situations
- CPR/First Aid Certified OR willing to become certified before the summer begins

### Camp Director Responsibilities

- Arranging for Counselors and lifeguards to maintain all certifications
- Filling out and filing paperwork that is required for the Department of Health and Youth Bureau
- Work with group of campers and provide a fun, safe and exciting camp experience
- Schedule and assign Counselors to specific tasks, as well as supervise all Counselors
- Maintain time sheets and all appropriate daily records
- Establish emergency rules and safety procedures with campers and staff
- Manage parent expectations by knowing your campers and conversing with parents at pick-up and drop-off times
- Plan daily camp schedule and activities
- Shop for camp supplies, staying within supply budget provided by Town of Forestburgh
- Manage any issues that may arise including, but not limited to, camper behavior issues, parent complaints, etc.
- Check in with the Town of Forestburgh Town Hall to update them on your camp and any issues you may be encountering

Our camp is located at 332 King Rd., Forestburgh, NY- Camp Director must be available to work the full camp season which typically runs from beginning of July- mid August. All applicants will be subject to a background check. Any interested applicants should supply a letter of interest along with a resume to Town of Forestburgh, 332 King Rd., Forestburgh NY 12777 clearly stating "Camp Director" on the envelope. Applications will be accepted until May 3, 2018.