



## **Day Camp Coordinator**

Swanton Recreation Summer Programs (June 24-August 14, closed July 4)

Seasonal Contract- Summer

Applicant, please submit resume and references to [programs.swantonrec@gmail.com](mailto:programs.swantonrec@gmail.com)

Position posted - Jan 30 2024 for Summer 2024

### **Job Purpose:**

Create a safe, inspiring and wholesome summer camp experience for youth and young adults that conveys the inclusive, belonging commitment Swanton Recreation upholds to the community.

### **Duties and Responsibilities:**

Responsibilities will include but are not limited to:

- Reports to the Executive Director.
- Assist Executive Director in developing the summer program, including a plan for supervising staff.
- Coordinate and supervise – inspections, equipment, set-up, safety checks, records, rules, evaluations, policies and training.
- Supervise the Counselor-In-Training Program, ensuring the CIT counselors are leading their program and activities
- Develop a daily and weekly schedule including the special activities of the camp.
- Responsible for the day to day functioning of summer camp activities.
- Supervise and manage day camper arrival and departures.
- Ensure ongoing support and supervision for all program staff and campers, meeting with the counselors as a group daily and individually as needed.
- Offer appropriate guidance to counselors and campers with regard to compliance with camp policies, rules and procedures.
- Teach the camp rules to each new session of campers and help enforce them.
- Coordinator is expected to lead and maintain a positive, safe, nurturing environment, free of bullying and free of all inappropriate physical contact. They must report all unsafe situations and events as well as all interventions to the Executive Director.
- Encourage respect for all other persons, the personal property of others, all camp property, equipment and facilities.
- Promote good public relations with campers' parents and visitors.

### **Minimum Qualifications:**

- At least 21 years of age.
- Camp experience preferred

- Ability and experience in supervising staff and leadership skills are essential.
- Ability to creatively schedule programs and activities.
- Ability to work independently, efficiently, and professionally, without supervision.
- Organizational skills, good time management skills and ability to take initiative are essential.
- First Aid/CPR recommended, but training is available
- Desire and ability to work with youth in the community; ability to relate to peer groups, accept supervision and guidance, and assist in teaching an activity.
- Good character, integrity, hard work ethic, judgment and adaptability, enthusiasm, sense of humor, patience and self-control.

Swanton Recreation Commission and Town of Swanton are equal opportunity employers