

Town of Hampden

Summer Program Director Job Description

Minimum Qualifications

- ✳ Bachelors in camp administration, education or related degree preferred
- ✳ Ability to develop and manage annual camp budget
- ✳ Current CPR and first aid certifications
- ✳ At least one season of camp administrative experience (i.e., unit leader, head counselor) preferred
- ✳ Ability to supervise staff and campers
- ✳ Good communication and people skills
- ✳ Ability to plan, originate, organize, and carry out daily and special programs

Responsible To

Town of Hampden Parks and Recreation Commission

General Responsibility

Plan, direct, and supervise all camp programs and staff.

Specific Responsibilities

1. Define camp goals and/ or define and plan program to reflect camp goals.
2. Work with Parks and Recreation to establish a successful summer program
3. Prepare and conduct pre-camp and in-service staff trainings.
4. Order or supervise the ordering of food, supplies, and equipment, and arrange for proper distribution.
5. Set and supervise opening-and closing-day procedures for staff and campers.
6. Develop routines, schedules, and procedures for camp operation.
7. Assign staff activities and other responsibilities.
8. Assign staff and campers to groups as needed.
9. Supervise and evaluate, or supervise evaluations of all operations and program staff.
10. Maintain and review records and evaluations of all programs, operations, staff, and facilities.
11. Prepare an evaluation and summary of current season including inventories, staff evaluations, camper reports, and recommendations for the following season.
12. Understand and monitor crisis management plan, including emergency procedures.
13. Monitor safety and all procedures as they pertain to the complete supervision of all campers and staff.
14. Help provide an atmosphere for developing good morale and well-being among the camp family.
15. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Salary: \$20.00/hr. (6 weeks, 35-40 hours per week)