

HARTFORD PARKS & RECREATION DEPARTMENT

Ventures Site Director

Job Description

FISA Designation: Non-exempt seasonal
Department: Hartford Parks and Recreation

Pay Classification: \$18.50 to \$21.50/hr.

GENERAL DESCRIPTION:

The **Site Director** is responsible for overseeing all aspects of their Camp Unit. Within your camp unit, supervise the daily operations of camp including, staff, campers, activities, programming, field trips, behavioral issues and meals. The Site Director is responsible for a staff of 6-10 people, 4-5 CITS, and 40 campers.

ESSENTIAL RESPONSIBILITIES:

- Oversee staff and campers within their Camp Unit.
- Plan, implement, and evaluation of camp programs and activities.
- Assist in coordinating and facilitating pre-summer staff orientation
- Communicate challenges/issues to the Rec Dept.
- Responsible for daily check-in/check-out of all campers.
- Communicate with parents on a daily basis about their child's day.
- Plan and follow through with all camp announcements and activities, direct counselors as necessary.
- Know the location of all campers and counselors, at all times.
- Conduct daily check-in of staff and assign daily/weekly responsibilities.
- Implements and adheres to the Behavioral Management Plan for campers; attends parent/director meetings and carries out relevant protocols to ensure a safe camp environment for all.
- Maintain a practice of stewardship for camp property including proper accounting and storage of all camp equipment.
- Responsible for field trip coordination and supervision.
- Consistently display of a positive attitude, high energy, enthusiasm, effective problem-solving skills and professionalism.
- Guide CITs to have a deeper understanding of leadership and counseling skills.
- Know and understand ALL emergency procedures associated with the camp program.
- Fill role as camp counselor as needed.
- Assist in overseeing seeing the summer lunch program.
- Ensure that the site is kept clean, organized, and free of trash and debris.
- Neat appearance - staff shirt and proper attire required at all times.
- Other duties as assigned.

SUPERVISION RECEIVED:

Reports directly to the Recreation Specialist

QUALIFICATIONS - Required:

- Must be over the age of 21 and have 2+ years minimum experience working in a camp environment.
- Upon hire, completion of 1st Aid and CPR certification.
- Experience managing staff and working in youth-based programs.
- Experience in planning and supervising day camp.
- Knowledge of methods in organizing, conducting and supervising programs.
- Ability to work with the general public; ability to speak in front of large groups.
- Enjoy and appreciate children and their needs in a recreational setting.