**Lenape Day Camp Director**

Full day seasonal position (8:15am – 3:30 pm) for the six week summer camp season (6/28/21-8/6/21) and additional hours as needed. The Lenape Day Camp Director is responsible for the planning, organization, implementation, and oversight of the Plainsboro Township’s Lenape Day Camp (Upcoming Grades 1-6). The director is responsible for the health and well-being of campers and staff, and is expected to put into place a sensitive, well-rounded program that will create a positive learning and growing experience.Perform related tasks, as assigned. Includes off-season preparatory work (flexible schedule), as well as the summer camp season (fixed schedule). The camp director reports to the program coordinator in the Department of Recreation & Community Services.

**Work Activities**

*Pre-Season*

* Plan general camp program and determine staffing needs in consultation with supervisor
* Participate in interviewing/hiring process
* Schedule trips and special events
* Inventory supplies and materials; place orders as needed
* Coordinate planning sessions with senior staff
* Plan and implement general staff orientation
* Coordinate Parent/Meet the Staff Night
* Assign staff
* Coordinate camper groups / create rosters
* Communicate with other community agencies regarding shared/overlapping services
* Organize and maintain required documentation for program participants (emergency forms, permission forms, health, etc.)
* Ensure staff and sites are ready for the first day of camp
* Work with supervisor in management of program budget
* Provide status reports to supervisor
* Related tasks, as needed

*Camp Season*

* On-site supervision and coverage of program
* Carry out the details of the program
* Make ongoing program evaluations
* Supervise staff, perform evaluations as required
* Serve as a resource to staff in planning/implementing activities
* Conduct emergency drills (fire, lost camper, etc.)
* Maintain records of staff and camper attendance
* Maintain log of camp operations / activity schedule
* Maintain log of accidents / incidents
* Provide regular communication to keep parents informed of campers / camp activities
* Ensure continuing staff development and training
* Schedule regular staff meetings
* Provide status reports to supervisor
* Related tasks, as needed

*End of Season*

* Final staff evaluations
* Final report/recommendations to supervisor
* Site clean-up and shut down

**Qualifications**

* B.A. or B.S. degree
* Teaching/camp experience with grade school age population
* Three years’ experience in camp administration (or comparable)
* Staff supervisory experience
* CPR / First Aid Certification