

**Borough of Garwood
Summer Camp 2025
Summer Camp Director**

Job Description:

The Borough of Garwood is seeking a Summer Camp Director for Summer 2025! The Garwood Summer Rec Camp runs June 23rd through August 8th (7 weeks) from 9 am to 12 pm, Monday through Friday and serves Garwood residents between the ages of 5 and 13. The Summer Camp Director is required to be available for all 7 weeks of camp from 8 am to 1 pm to provide consistency and ensure the safety and welfare of campers and summer staff. Prior to the start of camp, the Summer Camp Director will be required to assist with the creation and development of camp activities and daily schedule, identify supply needs, assist the Borough's Recreation Director in conducting camp staff training, and review camper registration forms to become educated in the needs of camp participants. The main function of this position is to oversee the operation of the camp. The Summer Camp Director is responsible for overseeing the camp program and supervision of the staff, ensuring that camp runs smoothly, that campers are cared for and safe, and to guide the staff in effective role modeling, discipline, and programming. This position is a seasonal position and requires extensive managerial skills.

Rate of Pay and Hours:

- Rate of pay: \$25/hour.
- Up to 25 hours per week during camp dates of June 23rd through August 8th (7 weeks), from 8 am to 1 pm, Monday through Friday.
- Prior to the start of camp, Directors will assist in some administrative work leading up to the start of camp.

To Apply: Submit a cover letter and resume via email to: recreation@garwood.org

Job Responsibilities:

- Manage and direct summer camp program.
- Run daily operations of summer camp with 200 youth.
- Provide direct oversight of Assistant Camp Director, camp staff, and counselors-in-training.
- Supervise campers and ensure their safety, development, growth, skill achievement, and general well-being.
- Maintain constant surveillance on campers and camp staff.
- Organize and plan daily activities for campers.
- Prepare camp staff schedule, coordinate staff hours and responsibilities, and responsible for ensuring timely and accurate submission of camp staff time-cards.
- Identify camp and activity supply needs for the summer.
- Assist in conducting staff training leading up to camp.
- Maintain records and files including staff schedules, attendance, safety logs, incident/accident reports, and daily reports.
- Plan and conducts various types of activities.
- Assist Recreation Director in communicating with parents and guardians of campers.
- Serve as a positive role model for campers and staff.
- Provide leadership and direction; maintains open communication with Recreation Director, Assistant Camp Director, and Camp Counselors.
- Ensure all equipment is set up before the start of camp.
- Resolve grievances and maintains harmony among workers.
- Assure equipment and facilities are safely and properly prepared and maintained for use daily.
- Report unsafe equipment and facilities.
- Ensure the safety of all staff and campers by teaching and enforcing safety rules/guidelines.
- Effectively supervises, manages, and motivates all personnel encouraging that all directions be carried in a prompt, professional, and respectful manner.
- Assist with the evaluation of the program post-camp.

Knowledge / Skills / Abilities:

- Ability to plan and evaluate services for the Summer Camp Program
- Ability to take leadership role over subordinate camp staff and campers.
- Ability to cope with large groups and noise levels, monitoring both visually and audibly to ensure safety, park and camp rules, and health standards.
- Ability to follow verbal and written directions.
- Ability to communicate verbally with campers, staff, parents, vendors, and supervisors.
- Ability to be able to occasionally lift and/or move up to 50 lbs.
- Ability to work in outside weather conditions and various climates.
- Ability to problem solve.

Requirements/Qualifications and Experience:

This position requires multi-tasking of many responsibilities simultaneously, strong organizational skills, and sound judgement. Applicants must be at least 21 years of age and have one of the following qualifications:

- At least two seasons of administrative/management experience in an organized camp
- Nine months verified experience in youth programs
- One season of administrative experience in an organized camp and at least one year teaching experience with a teacher certification.

Other Qualifications:

- CPR and First Aid Training
- Background check required with acceptance of employment offer