

SUMMER CAMP COORDINATOR

SEASONAL POSITION

Plymouth Parks & Recreation Department

Responsible for operations of all aspects of Youth Summer Camp including staff and camper supervision, evaluation and training. Maintains safety standards and practices at all times. Follows and enforces city and department policies. Ensures quality customer service to all program participants.

Duties: Supervises camp staff and volunteers. Ensures quality customer service through interactions with campers, staff, guardians and the public. Works directly with the Director of Parks and Recreation to ensure camp is operating in a professional and safe manner. Responds to emergencies and reports all incidents to the Director of Parks and Recreation. Enforces policies and procedures including camper/parent handbook. Evaluates camp staff. Maintains records, reports and information on camp attendance/rosters, staff timesheets/hours worked, daily equipment and facility checks, disciplinary reports, accident reports, pick up/drop off and other reports as assigned. Inventories camp supplies and reports needed items to Director. Assists with summer orientation and other trainings as needed.

Qualifications: must have experience working with children. Must be 21 or older, have a driver's license, American Red Cross CPR, First Aid and Epi-pen certifications.

Experience supervising employees in a camp or educational setting desired. Background check required.

To request an application please email Michael Ganem, Director of Plymouth Parks and Recreation @ mganem@plymouthct.us

Deadline to apply is February 28, 2019 @ 4:00PM.