



TOWN OF BARRINGTON

NEW HAMPSHIRE

Recreation Department

Summer Camp Director Job Description

Job Summary

Under the supervision of the School Age Coordinator; the Camp Director is responsible for the administration and coordination of the Summer Camp Program held in Barrington, NH. This is an outdoor camp. The successful applicant will have prior leadership experience in a camp setting with a background in recreation. Excellent organizational and communication skills are required.

Position details:

- 40 hours per week
- Camp Dates: Monday – Friday: June 24 – August 16, 2024
- Staff Training Dates Required in May and early June TBD
- Camp Set Up: June 17-21, 2024
- Additional hours available for camp planning and preparation in the spring.

Supervision Received

School Age Coordinator

Supervision Exercised

Part-Time & Seasonal Staff

Examples of Duties and Responsibilities

- Works under the general supervision of the School Age Coordinator.
- Support School Age Coordinator with staff scheduling, program planning and staff training.
- Inventory camp supplies and order any additional supplies required prior to the start of camp.
- Assist in the setup, breakdown, and organization of camp areas.
- Assist the Assistant Directors in the planning of daily activities.
- Complete an inventory report at the end of camp.
- Supervise the safety and accident prevention of all day camp staff and participants.
- Supervise participants, provide first aid when needed, resolve behavioral issues, and communicate with parents as needed.
- Adhere to all guidelines outlined in the Summer Camp Employment Manual.
- Assist in seasonal, weekly, and daily planning and implementation of the day camp program and have 'rainy day' schedules prepared.
- Organize and maintain the cleanliness of the day camp facilities, supplies, and equipment.
- Distribute and collect handouts and parent release forms for field trips.
- Perform daily check-ins with staff.
- File completed accident and incident reports when necessary and inform the Assistant Recreation Director of any issues or concerns that may require immediate attention.
- Acts as a liaison between the Recreation Department, campers, and parents.
- Other duties as assigned.



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The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

Knowledge, Skills, and Abilities

- A College degree is preferred, a high school diploma or GED equivalent is required.
- A background in camp and/or college courses in recreation are preferred but not required.
- Knowledge of day camp settings.
- Excellent professional verbal and written communication skills.
- First Aid/CPR Certified or willingness to become certified.
- Other training may be required after employment begins.
- Completion of background check prior to hire.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Working Conditions and Physical Demands

Physical and Mental Requirements: Minimal physical effort generally required in performing administrative, finance duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift office equipment weighing 30 pounds. The employee is frequently required to use hands for gross motor, fine motor and dexterity to grasp or utilize office equipment and to reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and to adjust focus. Below is a more detailed account with the understanding the Town will make reasonable accommodations as outlined in the Americans with Disabilities act.



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Primary Physical Requirements	Other Physical Considerations								
Lift up to 10 lbs.: Frequently required.	Twisting: Frequently required.								
Lift up to 25 lbs.: Frequently required.	Bending: Frequently required.								
Lift 26 to 50 lbs.: Occasionally required.	Crawling: Occasionally required.								
Lift over 50 lbs.: Not required.	Squatting: Occasionally required.								
Carry up to 10 lbs.: Frequently required.	Kneeling: Occasionally required								
Carry 11 to 25 lbs.: Occasionally required.	Crouching: Occasionally required.								
Carry 26 to 50 lbs.: Occasionally required.	Climbing: Occasionally required.								
Carry over 50 lbs.: Not required	Balancing: Frequently required.								
Reach above shoulder height: Occasionally required.	Work Surface(s) Gymnasium floor, outdoors ground, standard office desk and chair. Carpeted and tile floors.								
Reach at shoulder height: Required.									
Reach below shoulder height: Required.									
Push/Pull: Frequently required									
Hand Manipulation									
Grasping: Frequently required.	During an 8 Hour Day Employee is Required to: <table><tr><th>Consecutive Hours</th><th>Total Hours</th></tr><tr><td>Sit: approximately 2</td><td>Up to 8</td></tr><tr><td>Stand: less than 1</td><td>Less than 8</td></tr><tr><td>Walk: less than 1</td><td>Less than 2</td></tr></table>	Consecutive Hours	Total Hours	Sit: approximately 2	Up to 8	Stand: less than 1	Less than 8	Walk: less than 1	Less than 2
Consecutive Hours		Total Hours							
Sit: approximately 2		Up to 8							
Stand: less than 1		Less than 8							
Walk: less than 1		Less than 2							
Handling: Frequently required.									
Torqueing: Occasionally required									
Fingering: Frequently required.									
Controls and Equipment: Computer, telephone, copy and fax machines, scanner, calculator, shredder.									