

Town of Brentwood, NH
Recreation Department
Seasonal Full-Time Camp Staff

TITLE: CAMP COORDINATOR (2 positions)
REPORTS TO: DIRECTOR OF RECREATION

GENERAL DUTIES: Responsible for the operation of camp and the entire staff.

SPECIFIC DUTIES/QUALIFICATIONS: The Camp Coordinator will be required to but not limited to:

1. Offer a staff meeting once a week. Responsible for carrying out a meeting that incorporates strategies, problems, success stories, the staff manual, parent situation experiences and organization.
2. Be able and willing to perform all planning, meet all schedules, and make sure staff follows schedules provided.
3. Motivate, anticipate, communicate, and demonstrate.
4. Be organized and prepared.
5. Always keep Administration informed of daily operations, situations and needs.
6. See Director if problems arise.
7. Perform other duties as requested.
8. Be responsible and mature in your comments. Maintain confidentiality with your staff, parents and campers.
9. Provide the parents with an information letter on the first day of each session. Keep parents informed of changes.
10. First Aid, AED, and CPR certified.
11. Must be at least 18 years old and have valid driver's license.
12. Must pass a background screening.
13. Supervisory experience; as well as, experience working with youth and leading groups.
14. No week vacation, request for time off of more than 2 schedule days in a week requires approval prior to hire.
15. Required to wear uniform.
16. Education classes or experience in camp, youth programs, recreation, working with children, or in a related field.
17. Assist in maintaining accurate program records including incident reports, logbook documentation, medical forms, authorized adult release forms, and daily attendance.
18. Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.
19. Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision.
20. Desire to have fun!

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Physical Demands

- Must have the physical ability to lead and participate in camp activities which include, but are not limited to, hiking, canoeing, swimming, team building initiatives, building campfires, physical games, and activities.
- Must have the ability to restrain and physically support children when needed for safety in general camp activities (child weighing 50 - 200 pounds).

Equipment Used

- Bull horn
- Sports equipment
- Telephone
- Calculator
- Art supplies

Compensation/Benefits

- Camp Coordinators will be paid \$12/hour. On average, a camp coordinator will work 40 hours a week, for 7 weeks (June 25th – August 10th)
- Leadership/supervisory experience
- A direct (positive) impact on a child's life
- Resume builder
- Fun, creative, and respectful environment

Applications

- Please send resume and a completed Town of Brentwood employment application to the Recreation Department at the Brentwood Town Offices, 1 Dalton Rd. Brentwood, NH. Or, email to: recreation@brentwoodnh.gov
- Applications will be accepted until the positions are filled.