NOTICE OF POSITION VACANCY

SUMMER CAMP DIRECTOR
SEASONAL POSITION: 40 HOURS
SALARY: $17.50-$18.75 PER HOUR
MONDAY-FRIDAY: 7:30AM-5:00PM

Definition:
Oversee all camp operations and supervising staff to ensure smooth operation.

Essential Functions:
Responsible for all programming and day to day operations of camp. Create daily schedules, schedule field trips and buses. Manage ordering supplies and equipment, maintaining budget, marketing and promotion. Oversee registration and pre-camp meetings. Assist with interviewing and hiring staff and train camp staff. Conduct weekly staff meetings. Complete and submit weekly reports, invoice authorizations, and payroll. Discipline staff and campers as required. Address parent issues and concerns regarding policies and procedures. Serve as camp liaison to the community.

Qualifications:
Must be at least 21 years old. Must be highly organized and possess excellent interpersonal and communication skills. Must have the ability to manage, supervise and motivate staff. Experience with administrative skills such as creating documents, maintaining budgets, and record keeping is essential. Ability to work with parents and community businesses. At least three years of day camp experience and previous experience working with children either as a teacher, assistant director, or other leadership position required.

To Apply:
Applicants who wish to be considered may submit application to the Personnel Department, Easthampton Municipal Building, 50 Payson Ave, Easthampton, MA 01027 on or before closing date.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOY