



# BOROUGH OF BOUND BROOK

230 Hamilton St. • Bound Brook, NJ 08805  
(732) 356-0833 • Fax: (732) 356-8990  
[www.boundbrook-nj.org](http://www.boundbrook-nj.org)

---

**TITLE:** Summer Camp Director

**HOURS:** Part-Time/Temporary/Seasonal, as per arrangement

**SALARY:** \$20-25/hr

## **SUMMER PARKS JOB DESCRIPTION**

The seasonal Camp Director is responsible for all aspects of the development and implementation of the Summer Camp program. They will be responsible for designing, delivering and implementing a camp program that meets the needs and interests of the population and ensure its delivery in the safest and highest quality possible. They will perform and administrate duties in accordance with the Department of Recreation policies, procedures and mission. They will report directly to the Recreation Director and Program Coordinator.

## **ESSENTIAL FUNCTIONS**

- Direct planning, organizing and implementation of a Summer Camp program at Codrington Park and the Recreation Center.
- Supervise and the training, orientation, meetings and performance evaluations of camp staff.
- Provide a positive environment for all campers and staff.
- Empower staff to develop and create activities. Encourage staff to support one another.
- Assigns appropriate staff to various tasks needed for efficient and effective operation.
- Communicate, plan, assist and coordinate with the Before/After Camp Care coordinator.
- Assists in the positive promotion and public relations with parents and the general public through the use of newsletters, press releases, media coverage, online registration and informative emails.
- Plans, coordinates, supervises, directs, and actively participates in a variety of daily activities that may include sports, games, arts and crafts, drama, music, fitness and outdoor environmental education.
- Create an order of materials, supplies and equipment needed for the camp, prior to the season. Make sure supplies are utilized in an appropriate manner.
- Oversee the use of all Borough equipment and ensure the safe and correct use of the property.
- Offer an end of the session evaluation of the camper's experience.



# BOROUGH OF BOUND BROOK

230 Hamilton St. • Bound Brook, NJ 08805  
(732) 356-0833 • Fax: (732) 356-8990  
[www.boundbrook-nj.org](http://www.boundbrook-nj.org)

---

- Follow already established emergency plans. Including fire drills, active shooter, bomb threat, shelter-in place and lockdown procedures.
- Be able to provide emergency first aid when necessary.
- Be able to communicate professionally to parents regarding their child's behavior.
- Use appropriate disciplinary and behavior plans for campers who are having difficulty following the code of conduct.

## **REQUIREMENTS/QUALIFICATIONS**

1. Preferred 21 years of age or older.
2. Degree in Education, Recreation or related field from an accredited college or university.
3. Experience in the field of childcare/education for a minimum of 3 years.
4. Possession of a valid New Jersey automobile driver's license is required.
5. Knowledge and experience in planning, organizing and implementing large group activities for children of various ages.
6. The ability to plan, delegate and participate, when necessary, in an active camp environment; and the ability to be flexible when necessary.
7. The ability to supervise, instruct, critique, evaluate and motivate staff directly under you to perform to their highest potential.
8. You must possess a lot of energy, be a positive role model and a team player.
9. The ability to communicate professionally with parents of campers.
10. You must be certified or willing to be certified in First Aid, CPR, AED and administering an EPI pen.

## **SUPERVISORS:**

Recreation Program Coordinator  
Director of Recreation

*The successful candidate must pass a thorough criminal background check. Bound Brook is an Equal Opportunity Employer. Position will be posted until filled.*