

Borough of Freehold, NJ

Seasonal Job Opportunity

Title: Summer Camp Director

Summer Camp Assistant Director

Issue Date: 3/18/2022

Closing Date: 4/14/2022

Jurisdiction: Freehold Borough

Salary: \$5,000 - \$10,000

Number of Positions: 2

Workweek: 5 Weeks Full Time

GENERAL DEFINITION OF WORK

Under direction, has charge of, administers and directs the activities of a camp; does related work as required; does related work as required.

ESSENTIAL FUNCTIONS / TYPICAL TASKS

- Develops and administers budget related to the operation of a summer day camp.
- Supervises, trains and evaluates all subordinate counselors and other camp personnel.
- Directs the work operations and/or functional programs carried out at the camp.
- Supervises and plans a well-balanced program of summer camp activities including arts and crafts, swimming, games, nature study, music, hiking, trips, etc.
- Reviews, up-dates and enforces all procedures relative to camping, health, safety, transportation, and other operational requirements of the camp.
- Plans and conducts varied types of activities designed to stimulate interest in the camp and its activities.
- Plans and develops an effective safety program designed to eliminate hazardous conditions.
- Prepare the necessary reports containing findings, conclusions, and recommendations.
- Plans and executes complete program of recreational and educational activities.
- Hires and supervises camp staff.
- Keeps records regarding finances, personnel actions, enrollments, and program activities related to camp business operations and budget allotments.

EDUCATION AND EXPERIENCE:

- Possession of a Bachelor's degree from an accredited college or university.

NOTE: Applicants who do not meet the above educational requirement may substitute either:

- Additional work experience as described below on the basis of one (1) year of such experience for each year of college.

OR

- Possession of a valid and current certificate as a Camp Director issued by the American Camping Association.

AND

- Experience working with children in a sports, education or recreation environment.

Please submit a letter of interest detailing qualifications and experience to Steve Gallo, Borough Administrator by Thursday, 4/14/2022

Freehold Borough Hall, 30 Mechanic Street, Freehold, NJ 07728

The Borough of Freehold is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our community and our workforce.