**Summer Camp Director**

**Job Description:**

The Brentwood Recreation Department is looking for a seasonal Summer Camp Director. The Summer Camp Director provides leadership and guidance to all campers and staff through organizing and leading a variety of games, crafts, sports, and special events that emphasize participation, enjoyment and having fun. Must ensure camper safety at all times.

**Minimum Qualifications & Responsibilities:**

* Work under the supervision of the Recreation Director.
* CPR & First Aid Certified (Training is provided)
* Available to work 30-40 hours a week, Monday-Friday between 7am-6pm.
* Available to work from May 1st-August 31st
* Experience in leading youth programs, activities, working with children, or in a related field is preferred.
* Oversees the development of the program, plans, and implements all camp activities including weekly trips and special activities and/or assignments.
* Ability to work as a member of a team and to accomplish tasks with little direct supervision.
* Supervises and makes recommendations to the Rec Director regarding camp staff.
* Scheduling of camp staff.
* Produce forms, letters and documents for the implementation of the camp.
* Handles questions, problems, and concerns of parents/guardians.
* Assesses/evaluates programs regularly.
* Make recommendations to the Rec Director when necessary.
* Collects and manage staff hours & wages.
* Maintaining appropriate staff to camper ratios.
* Enforce rules and regulations established by the Brentwood Recreation Department.
* Organize, promote, lead, teach, and conduct weekly activities with the assistance of other counselors and staff.
* Inspect facilities and equipment daily for hazards and unsafe conditions.
* Attend all staff meetings as required.
* The ability to lead and participate in activities.

**Other Details:**

Summer Camp runs for 8 weeks starting on June 24th and ends on August 16th. The week of June 17th is reserved for staff training and preparing our facilities for camp. This position runs from May 1st-August 31st. Pay range of $16-$20 per hour.

Please send a resume and a completed Town of Brentwood employment application to the Recreation Department at the Brentwood Town Offices, 1 Dalton Rd. Brentwood NH. Applications can be found at the Recreation Office or under the “Downloads” tab on the Recreation Website, **rec.brentwoodnh.gov/downloads**. All applications will be accepted until positions are filled. All applicants must pass a background screening. The Town of Brentwood is an equal opportunity employer.