



## East Haddam Parks & Recreation

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# Camp Specialist

The Camp Specialist is responsible for assisting the Camp Director in the preparation and day to day operation of summer camp and will play a leadership role in our camp programs.

### General Description

The Camp Specialist will focus on the highest quality program delivery possible through quality leadership and supervision. This position is responsible for planning, organizing, implementing and overseeing the theater, arts or sports programs. Promotes a positive atmosphere, encourages high morale and feeling of overall wellbeing throughout the camp.

### Supervision Received

Work is performed under the supervision of the Parks and Recreation Director or designee and Camp Director.

### Supervision Exercised:

The Camp Specialist is responsible for assuring the overall safety and wellbeing of the campers.

### Essential Duties and Responsibilities

- Prepare daily lesson plans associated with weekly theme.
- Provide reasonable accommodations to campers special needs.
- Maintain open communication with the staff, administration, parents, and other supporting park staff through verbal and written communication.
- Coordinate and communicate ordering, storage and utilization of supplies, equipment, and materials necessary camp operations related to your specialty.
- Assure that equipment and facilities are safely and properly prepared and maintained for use by program participants and staff. Report any broken or unsafe equipment and facilities
- Evaluates camp programs and develops improvement plans when necessary.

### Nonessential Duties

Performs related work as required.

### Knowledge, Skills and Abilities

Strong organizational skills are a must for the Camp Specialist. Must have strengths needed to work with children and young adults. He/she must be a good listener and also be able to observe, and mentor. Basic computer skills are required.

### Preferred Qualifications

Camp specialist should have or be working towards a degree or certification in recreation, child development, elementary or middle education. CPR, and basic first aid certification is recommended. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities associated with this position and its essential job functions may be considered.

**Special Requirements**

- Must possess and maintain a valid Connecticut motor vehicle operator's license.
- A working knowledge of personal computers with word processing knowledge is required.
- A working knowledge of recreation principals.

**General Guidelines**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This is a non-exempt position.