



East Haddam Parks and Recreation

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CAMP SPECIALIST

Job 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 a feeling of overall wellbeing throughout camp.

Essential Duties and Responsibilities:

- Prepare daily lesson plans associated with weekly themes.
- Provide reasonable accommodation for 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
- Performs related work as required.

Knowledge, Skills and Abilities:

Strong organizational skills are a must for the Camp Specialist. Must have a strong need to work with children and young adults. He/she must be a good listener and 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 principles.

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.