

**TOWN OF NEW LEBANON  
JOB POSTING  
SUMMER CAMP DIRECTOR**

The Town of New Lebanon is accepting applications for the position of Summer Camp Director. The Summer Camp Director runs an 8-week summer camp which runs 5 days a week from 8am – 4pm, with up to 100 children at Shatford Park. The Summer Camp Director oversees an assistant camp director and up to 20 camp counselors and counselors in training. The Summer Camp Director position combines the duties of a program director and a camp director (the full job description for each is listed below), however, the positions could be split out into two separate positions or the duties of both positions could be shared amongst multiple qualified applicants.

**PROGRAM DIRECTOR**

***Minimum Qualifications:***

- ▶ 21 years of age
- ▶ 24 weeks previous administrative or supervisory experience in camping or children supervision (must be acceptable to the State Commissioner of Health)<sup>1</sup>
- ▶ ARC CPR for the Professional Rescuer certified or a NYS DOH approved equivalent
- ▶ ARC RTE First Aid certified or NYS DOH acceptable equivalent
- ▶ MAT Certification
- ▶ Previous experience supervising groups of children (degree in childhood education or child development a plus but not required)
- ▶ Ability to supervise and assign responsibilities to counselors and CITs (experience with management and overseeing employees on a daily basis a plus but not required)
- ▶ Universal Precautions for blood and body fluid borne pathogens training

\*\*All certifications must be valid 6/15/23 through 9/1/23

***Additional Requirements:***

- ▶ Submission of Department of Social Services form entitled *State Central Register Database Check*<sup>1</sup>
- ▶ Notification from the Department of Social Services State Central Register of Abuse and Maltreatment that the camp director is not a subject of an investigation report<sup>1</sup>
- ▶ Submission of New York State Department of Health form entitled *Prospective Children's Camp Director Certified Statement*<sup>1</sup>
- ▶ Determination by the local permit-issuing official that the camp director has no criminal conviction record<sup>1</sup>

***Responsible To:***

Camp Director and Town Supervisor

***General Responsibilities:***

To plan, direct and supervise the Summer Youth Program.

***Specific Responsibilities:***

- ▶ Assist Camp Director in annual review/evaluation of written plan
- ▶ Plan annual program curriculum and activities
- ▶ Implementation of annual program curriculum and activities
- ▶ Interview and select counselors and counselors-in-training
- ▶ Conduct annual staff orientation in coordination with the Camp Director, including coordinating CPR/First Aid training for all staff
- ▶ Direct and oversee the daily operation of the program in compliance with the written plan
- ▶ Direct and oversee counselors and counselors-in-training
- ▶ Collect all registration and other fees and remit monies collected and receipts to Camp Director or Town Supervisor daily
- ▶ Maintain daily attendance sheets, accident/injury log, discipline log, and fire/emergency evacuation log
- ▶ Handle any notable behavioral or discipline incidents
- ▶ Implement medical portion of plan under supervision of the health director
- ▶ Notify Park Maintenance Superintendent, Camp Director or Town Supervisor of any maintenance concerns at the park
- ▶ Maintain a copy of program plan at Pavilion and inform all staff of program plan location
- ▶ Make recommendations /suggestions for modifications of the program and written plan throughout the program session
- ▶ Review written plan with Camp Director after any emergency providing evaluation of current procedures and recommendations for changes based on effectiveness
- ▶ Perform other tasks as necessary to plan, direct and supervise the Summer Youth Program in compliance with the written plan

<sup>1</sup> Required by state code, The State Sanitary Code (SSC) Subpart 7-2 Children's Camps

**CAMP DIRECTOR**

***Responsible To:***

Town Supervisor

***General Responsibilities:***

To plan, coordinate, and oversee the Summer Youth Program.

***Specific Responsibilities:***

- ▶ Complete and obtain all necessary documents required to obtain a Children's Summer Day Camp Permit annually
- ▶ Review the written plan annually with Program Director and update as needed to maintain compliance with state codes
- ▶ Submit updated plan annually to Columbia County Department of Health for review and approval
- ▶ Apply for Children's Summer Day Camp Permit annually
- ▶ Prepare all the necessary documents required to run the program
- ▶ Advertise for, interview, verify qualifications of, and hire appropriate personnel (Program Directors are appointed by the Town Board at the recommendation of the Camp Director)
- ▶ Make reservations for field trips and special on site programs
- ▶ Submit letter to the Board of Education at the New Lebanon Central School District requesting use of the pool for swim program and buses for field trips
- ▶ Provide Transportation Supervisor at the N.L.C. School District with dates and times for field trips (after receiving approval for use of buses)
- ▶ Provide Facilities Director at the N.L.C. School District with the days and times for pool use (after receiving approval for use of the pool)
- ▶ Provide the elementary school with registration forms for distribution to parents
- ▶ Maintain and make available during inspections records identifying staff qualifications
- ▶ Oversee implementation of written plan during program operation
- ▶ Report all fires at the program site or medical emergencies during the program to the Columbia County Department of Health within 24 hours of the occurrence
- ▶ Provide Program Director, Health Director, and Aquatics Director with a copy of the written plan
- ▶ Perform other tasks as necessary to plan, coordinate and oversee the Summer Youth Program
- ▶ Review on-site records on a weekly basis

**HOURS:** 50 hours per week for 8 week summer camp position plus 100 hours of preparation, paperwork and follow up (if split into multiple positions, each person could work a 40 hour week or less)

**SALARY:** Starting salary of \$21.00 per hour.

**Interested applicants must send a letter of interest and a resume to be received no later than 4pm on Friday, October 4th to:**

**New Lebanon Town Clerk**

**PO Box 328**

**New Lebanon, NY, 12125**

**Or via email to: [townclerk@townofnewlebanon.com](mailto:townclerk@townofnewlebanon.com)**

**Please indicate in your letter of interest if you are applying for Program Director, Camp Director, all duties above combined into the Summer Camp Director position, or wanting to share all the duties in both positions with another person or people.**

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