

Part-Time Summer Camp Director

As Camp Director, alongside a team of camp counselors and counselors in training, you will have the main responsibility of creating a memorable and meaningful camp experience for the campers. The Camp Director will have true ownership over camp programs and curriculum design with the opportunity to include their own ideas, talents, and creativity.

The Camp will run through June 24 to August 2, Monday through Friday 8:30am to 1:00pm. (Closed July 4th) Some planning meetings and orientations will be held prior to the start of camp.

Responsibilities

- Performing the planning and day-to-day administration of camp
- Designing/implementing camp curriculum.
- Overseeing camp employees and campers.
- Monitoring expenses as needed throughout camp.
- Hiring and training camp staff members as needed throughout camp.
- Ensuring that the camp follows all safety regulations regarding equipment, facilities, activities, etc.
- Overseeing the day-to-day operations of the camp, including scheduling, and supervising staff members.
- Working closely with counselors and providing them with guidance when needed.
- Maintain working relationship with various camp vendors.
- Other duties as assigned

Qualifications

- Teacher/ or education major, with experience in the classroom
- Prior Experience supervising a camp preferred- not a required
- Strong leadership and communication skills
- Excellent organizational skills and attention to detail
- Ability to manage a diverse staff and camper population
- Enthusiasm for working with children and youth
- Flexibility and adaptability to handle unexpected situations

Forward cover letter with resume to ryan.michelson@matawanborough.com. All resumes must be received by 10:00 AM on April 26, 2024. The Borough reserves the right to conduct interviews prior to April 26, 2024, as qualified candidates are identified. All Application materials are deemed confidential to the extent permitted by applicable law. The Borough of Matawan is an Equal Opportunity Employer.