



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Summer Camp Director
REPORTS TO: Community School Supervisor
QUALIFICATIONS:

1. Prior experience as camp supervisor or relevant role
2. Familiarity with the operations of a summer camp
3. Teacher certification
4. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
5. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

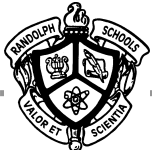
GENERAL DESCRIPTION:

The Camp Director will oversee the day-to-day management and operations of all divisions of camp. The Camp Director supervises Division Heads. Camp Director creates and maintains group schedules for every level.

ESSENTIAL JOB FUNCTIONS:

1. Assist in hiring of staff
2. Supervise daily operations of camp and trips
3. Assign, schedule and oversee staff activities
4. Prepare staff evaluations, season inventories and camper reports.
5. Maintain and review records of all staff, campers and facilities
6. Monitor safety and all related procedures

WORK YEAR: Full year stipend
DATE APPROVED:
APPROVED BY:



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Division Head
REPORTS TO: Camp Director
QUALIFICATIONS:

1. Prior camp experience
2. Teacher certification
3. Excellent communication skills
4. Teacher certification
5. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
6. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

Each Division Head will be responsible for the running of one division, or age group, of camp. The Division Head is responsible for overseeing and evaluating Group Counselors and Assistant Counselors. Division Head maintains communication with all families.

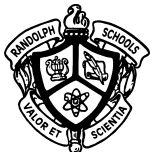
ESSENTIAL JOB FUNCTIONS:

1. Assist in hiring of staff
2. Supervise daily division operations of camp and attend all division trips
3. Evaluate division group and assistant counselors
4. Assist Camp Director in record keeping and inventories
5. Implement camp discipline policy

WORK YEAR: Full year stipend

DATE APPROVED:

APPROVED BY:

**RANDOLPH TOWNSHIP SCHOOLS
JOB DESCRIPTION**

TITLE: Community School Bookkeeper
REPORTS TO: Community School Supervisor
QUALIFICATIONS:

1. Prior experience as a bookkeeper or in a similarly relevant role
2. Familiarity with the operations of a childcare program
3. Excellent communication skills
4. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
5. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

The Community School Bookkeeper shall be responsible for recording and maintaining all Community School financial records in accordance with district accounting policies. The Bookkeeper shall provide support to the Community School Supervisor in placing orders for supplies and travel; preparing and maintaining payroll records; and determining profit and loss for programs. The Community School Bookkeeper will also be primarily responsible for maintaining any online databases or systems utilized in the Community School.

ESSENTIAL JOB FUNCTIONS:

1. Prepares purchase requisitions.
2. Communicates with childcare, summer camp, and other program staff to determine supply needs.
3. Maintains records in district accounting systems.
4. Establishes online payment
5. Serves as a substitute for the Site Manager when needed.
6. Performs such other tasks and assumes such other responsibilities as assigned by the Community School Supervisor.
7. Completes training activities mandated for the position.
8. Maintains records in accordance with state and district regulations.

WORK YEAR: Twelve-month employee
DATE APPROVED:
APPROVED BY: Board of Education