



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: Board of Education