

## SUMMARY OF JOB DESCRIPTIONS

### Lenape Day Camp - Director

Full-Day position (8:30am – 3:30 pm) for the full eight-week summer season (6/21-8/13). The Lenape Day Camp Director is responsible for the planning, organization, implementation, and oversight of the Plainsboro Township Lenape Day Camp (upcoming grades 1-6). Responsible for the health and well-being of campers and staff, and is expected to put into place a sensitive, well-rounded program that will create a positive learning and growing experience for campers. Perform related tasks, as assigned. Includes off-season preparatory work (flexible schedule, including mandatory staff training and camp set-up), as well as the summer camp season (fixed schedule). The Lenape Day Camp Director reports to the Program Coordinator, in the Department of Recreation & Community Services.

#### Qualifications

- B.A. or B.S. degree
- Teaching/camp experience with grade school age population
- Three years experience in camp administration (or comparable)
- Staff supervisory experience
- CPR / First Aid Certification

### Lenape Day Camp- Assistant Director

Full-Day position (8:30 am – 3:30 pm) for the full eight-week summer season (6/21-8/13). The Lenape Day Camp Assistant Director is responsible in aiding the Lenape Day Camp Director in the planning, organization, implementation, and oversight of the Plainsboro Township Summer Lenape Day Camp (upcoming grades 1-6). Responsible for the health and well-being of campers and staff, and is expected to help put into place a sensitive, well-rounded program that will create a positive learning and growing experience. Perform related tasks, as assigned. Includes off-season preparatory work (flexible schedule, including mandatory staff training and camp set-up), as well as the summer camp season (fixed schedule). The Assistant Camp Director reports to the Lenape Day Camp Director.

#### Qualifications

- B.A. or B.S. degree
- Teaching/camp experience with grade school age population
- CPR / First Aid Certification
- Prior staff supervisory experience preferred

### Lenape Day Camp – Specialty Directors

Part-time position (8:30 a.m. – 12:15 p.m.) for the full eight-week summer season (6/21-8/13) with extended hours on field trip days (8:30 a.m. – 3:15 p.m.). Plan, present, and supervise a variety of creative activities in a specialty field based on an average of 50-minute periods for upcoming grades 1-6. Specialty fields can include but are not limited to Multicultural Activities, Arts and Crafts, Athletics, Nature, and Music. Township is also willing to accept proposals for additional specialty areas. Specialty Directors are responsible for teaching campers, as well as integrating counseling staff in running activities. Participate in pre-season program planning/coordination with Program Coordinator, Camp Directors, and other Specialty Directors. Responsible for the safety and well-being of campers at all times. Perform related tasks, as assigned. Includes off-season preparatory work (flexible schedule, including mandatory staff training and camp set-up), as well as the summer camp season (fixed schedule). The Specialty Directors reports to the Lenape Day Camp Director.

**Qualifications**

- Experience developing and leading activities in area of specialty; B.A. or B.S. preferred.
- 21 years of age or older by 6/1/10.
- Minimum 2 years experience working with or teaching children.
- Ability to instruct and supervise staff, make scheduling assignments, develop age appropriate activities.
- Ability to accept guidance and supervision; ability to work collaboratively with other members of camp staff to promote a positive work environment.
- Enthusiasm, patience, self control; ability to adapt to camp setting.
- Prior camp experience preferred.

**Lenape Day Camp – Head Counselor**

Full-Day position (8:30am – 3:15 pm) for the full eight-week summer season (6/21-8/13). The Lenape Camp Head Counselor is responsible for supervising senior and junior counselors and volunteers as well as assisting the Camp Director and Assistant Camp Director. Additional duties include being a substitute director for the Specialty Directors and assisting with special camp activities and events as needed. The Head Counselor is expected to help put in place a safe environment for the campers and staff. Includes off-season preparatory work (including mandatory staff training and camp set-up), as well as the summer camp season (fixed schedule). The Head Counselor reports to the Camp Director and Assistant Director.

**Qualifications**

- B.A. or B.S. degree
- Teaching/camp experience with grade school age population
- CPR / First Aid Certification
- Prior staff supervisory experience preferred

**Lenape Day Camp – Senior Counselor**

Full-Day position (8:30 am – 3:15 pm) for the full eight-week summer season (6/21-8/13). Responsible for the safety and well-being of assigned group of campers and serving as the group leader to campers (upcoming grades 1-6). Supervise junior counselors, and volunteers assigned to group. Oversee routine tasks related to group. Plan and implement group activities during free time. Assist Specialty Directors (including aquatics) during scheduled activities. Participate in mandatory staff training and camp set-up. Must be 17 years or older by 6/1/10. Reports to the Lenape Camp Director, Assistant Director and Head Counselor

**Qualifications**

- 17 years of age or older by 6/1/10
- Experience working with children in a group setting
- Ability to accept guidance and supervision
- Ability to assist in teaching/leading activities
- Ability to provide guidance and leadership to junior staff and volunteers
- Enthusiasm, patience, self control; ability to adapt to camp setting
- Prior camp experience preferred.

## **Lenape Day Camp – Junior Counselor**

Full-Day position (8:30 am – 3:15 pm) for the full eight-week summer season (6/21-8/13). Responsible for the safety and well-being of assigned group of campers (upcoming grades 1-6) with the Senior Counselor. Supervise campers, and volunteers assigned to his/her group. Oversee routine tasks related to group. Plan and implement group activities during free time with the Senior Counselor. Assist Senior Counselor and Specialty Directors (including aquatics) during scheduled activities. Participate in mandatory staff training and camp set-up. Must be 16 years or older by 6/1/10. Reports to the Lenape Camp Director, Assistant Director and Head Counselor

### **Qualifications**

- 16 years of age or older by 6/1/10
- Experience working with children in a group setting
- Ability to accept guidance and supervision
- Ability to assist in teaching/leading activities
- Enthusiasm, patience, self control; ability to adapt to camp setting

## **Pre-Kindergarten Camp - Director**

Half-Day position (8:45 a.m. - 12:45p.m.) for the full eight-week summer season (6/21-8/13). The Pre-K Camp Director is responsible in the planning, organization, implementation, and oversight of the Plainsboro Township Summer Pre-K Camp (4-5 year olds). Responsible for the health and well being of campers and staff and expected to put into place a sensitive, well-rounded program that will create a positive learning and growing experience for the campers. Perform related tasks, as assigned. Includes off-season preparatory work (flexible schedule, including mandatory staff training and camp set-up), as well as the summer camp season (fixed schedule). The Director reports to the Program Coordinator, in the Department of Recreation & Community Services.

### **Qualifications**

- B.A. or B.S. degree
- Teaching/camp experience with pre-school school age population
- One year experience in camp administration (or comparable)
- Staff supervisory experience
- CPR / First Aid Certification
- Prior camp experience preferred

## **Pre-Kindergarten Camp – Assistant Director**

Half-Day position (8:45 a.m. - 12:45 p.m.) for the full eight-week summer season (6/21-8/13). The Pre-K Camp Assistant Director is responsible in aiding the Pre-K Camp Director in the planning, organization, implementation, and oversight of the Plainsboro Township Summer Pre-K Camp (4-5 year olds). Responsible for the health and well-being of campers and staff, and is expected to help put into place a sensitive, well-rounded program that will create a positive learning and growing experience for campers. Perform related tasks, as assigned. Includes off-season preparatory work (flexible schedule, including mandatory staff training and camp set-up), as well as the summer camp season (fixed schedule). The Assistant Camp Director reports to the Pre-K Camp Director.

### **Qualifications**

- B.A. or B.S. degree
- Teaching/camp experience with grade school age population
- CPR / First Aid Certification
- Prior staff supervisory experience preferred

## **Pre-Kindergarten Camp – Junior Counselor**

Half-Day position (9:00 a.m. - 12:30 p.m.) Supervise campers, and volunteers assigned to his/her group. Oversee routine tasks related to group. Plan and implement group activities during free time. Assist directors during scheduled activities. Participate in mandatory staff training and camp set-up. Must be 16 years or older by 6/1/10. Reports to the Pre-K Camp Director and Assistant Director

### **Qualifications**

- 16 years of age or older by 6/1/10.
- Experience working with children in a group setting
- Ability to accept guidance and supervision
- Ability to assist in teaching/leading activities
- Enthusiasm, patience, self control; ability to adapt to camp setting

## **Volunteer - Pre-K or Lenape Camp**

Volunteer is responsible for the safety and well-being of assigned group of campers. Assists the Senior Counselor, Junior Counselor, Program Instructors, and Directors. Participate in scheduled activities. Help plan and implement group activities during “free” time. Scheduled for a pre-determined period of time and is expected to adhere to the policies and guidelines required of all staff. Participate in staff training and camp set-up. **Must be at least 15 years old as of 6/1/10. Summer Season is 6/21 –8/13.**

### **Qualifications**

- 15 years of age or older by 6/1/10
- Ability to accept guidance and supervision
- Ability to assist in teaching/leading activities
- Enthusiasm, patience, self control; ability to adapt to camp setting

**Detailed job descriptions per position are available from the Department of Recreation & Community Services on request.**

**All positions listed may not be filled for the Summer 2010 Season.**