

**TOWN OF LEDYARD  
CONNECTICUT**

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

**NOTICE OF JOB OPENING**

I. TITLE: Summer Camp Leader

II. NATURE OF EMPLOYMENT:

Hours/Per Week: 38

Salary Range: \$16.00 - \$16.95 per hour

A. Permanent

D. Temporary

B. Full-time

E. Part-time

C. Seasonal

F. Benefits None

III. POSITION DESCRIPTION: (See Attached)

IV. CLOSING DATE FOR RECEIVING APPLICATIONS ~~March 15, 2023~~ **MARCH 30, 2023**

V. WHOM TO CONTACT: A. FOR APPLICATION FORM: ledyardct.org

B. FOR RETURNING APPLICATIONS  
Email

VI. ISSUING PARTY: Donald Steinhoff, Director of Human Resources

VII. POSTING DATE: February 1, 2023


Qualified disabled persons who with reasonable accommodations can perform the essential functions of the job in question are invited to apply.

Not valid unless signed by the individuals below:

Approved by:

  
\_\_\_\_\_  
Director of Human Resources

Approved by:

  
\_\_\_\_\_  
Director of Finance

**TOWN OF LEDYARD  
PARKS AND RECREATION DEPARTMENT  
CAMP LEADER**

**NATURE OF WORK:**

Performs a variety of skilled tasks associated with the supervision and operation of the Summer Camp Program.

**SUPERVISION RECEIVED:**

Works under the direction of the Assistant Recreation Director and/or Camp Supervisor.

**SUPERVISION EXERCISED:**

Supervises camp counselors and volunteers, and all program participants.

**ESSENTIAL JOB FUNCTIONS:**

- Retrieves/returns equipment to the Office daily.
- Maintains attendance records and accurate head counts at all times.
- Delegates appropriate responsibilities to staff as needed.
- Communicates with parents about injuries, incidents, field trips and other information.
- Guides, trains, and monitors the performance of Counselors in camp operations.
- Checks and signs incident/accident reports on a daily basis.
- Notifies immediate Supervisors immediately of any serious problems (injuries, illness and behavioral issues).
- Maintains daily camp site cleanliness, organization and safety.
- Plans daily activities, games and crafts.
- Attends weekly staff meetings for staff and Leaders.
- Ensures first aid and safety equipment are maintained.
- Evaluates staff performance and issues recommendations for improvement.
- Maintains confidentiality regarding sensitive child and co-worker issues.

Organize, prepare and supervise group activities on the playground, issue and collect playground equipment, organize games, sports, crafts, and other related activities. Maintain attendance records, schedules and supervises special events and trips and related tasks as required.

\*\*\*\* The duties listed above are intended only as illustrative of the various types of work that may be performed. The omissions of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.\*\*\*\*

**QUALIFICATIONS PROFILE:**

Knowledge, Skills and Ability

- Knowledge of the rules and methods of sports activities.
- Knowledge of organized games and free play.
- Knowledge of simple crafts.
- Ability to maintain discipline.

- Ability to follow both written and oral instructions.
- Ability to deal effectively with the general public.
- Must obtain First Aid and CPR Certification.

Experience and Training

Demonstrated ability in working with children as a Camp Counselor or similar experience in a group recreational setting. Must be at least 16 years of age.

Additional Requirements

- Physical and/or psychological examinations as may be required during employment.
- Drug screening both pre-employment and as may be required during employment.
- Criminal background and driving record checks are required prior to employment.
- Means of transportation.
- Means of contact.

**PHYSICAL DEMANDS:**

Must have the ability to perform the rigorous tasks associated with a camp program, including leading physical games, long bus trips and water related activities.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear, speak, stand, sit, walk, bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels; use hands to feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive, tolerate exposure to environmental allergens.

The employee must occasionally lift and/or move up to 25 pounds. Specific abilities required by the job include normal audio ability, close vision, distant vision, color vision peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the ability to maintain composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally be required to function in situations where he/she is subjected to aggressive verbal behavior.

**LICENSE OR CERTIFICATE:**

None Required

\*\*\*\*\* This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\*\*

Adopted by the Ledyard Town Council on: \_\_\_\_\_  
 DRAFT Chair