

**TOWN OF LEDYARD  
CONNECTICUT**

741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

**NOTICE OF JOB OPENING**

I. TITLE Summer Camp Supervisor

II. NATURE OF EMPLOYMENT:

Hours/Per week 40 Salary Range: \$18.50 -\$19.25 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](http://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 Human Resources

Approved by:

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

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

**NATURE OF WORK:**

Performs a variety of tasks associated with the planning, directing and supervision of the Summer Camp Program.

**SUPERVISION RECEIVED:**

Works under the direction of the Assistant Recreation Director.

**SUPERVISION EXERCISED:**

Supervises camp personnel, volunteers and others, as directed.

**ESSENTIAL JOB FUNCTIONS:**

- Communicates with parents about major injuries, incidents, and other things as needed.
- Plans, schedules, confirms and pays for field trips, in-house activities, special events and major crafts.
- Creates summer calendars.
- Assists with camp registration.
- Purchases, and distributes camp equipment and uniforms.
- Schedules, conducts and supervises orientation and staff training.
- Communicates with the general public and businesses.
- Maintains and updates social media accounts.
- Maintains financial spreadsheets and balanced accounting for field trips and events.
- Oversees and maintains effective and safe camp operations, corrects issues immediately and according to protocol.
- Runs weekly meetings with staff members.
- Evaluates staff performance and issues verbal or written warnings as needed.
- Mediates major camp issues between staff and campers.
- Coordinates and maintains special needs and medication logs/forms.
- Creates, organizes and maintains camp paperwork.
- Administers appropriate medication to campers as needed.
- Maintains confidentiality regarding sensitive child and co-worker issues.
- Creates annual end of year camp summaries with financial and attendance data.

Performs a variety of tasks associated with the Town's camp program, including planning activities, schedules trips and special events, inspects and distributes playground equipment, prepares evaluations and holds weekly meetings; conducts training sessions and registrations, keeps accurate records and does related work as required by the department. Must have basic computer skills (Microsoft Word, Excel, internet and email).

\*\*\*\* 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

- General knowledge of recreational activities pertinent to a camp situation.
- Ability to deal effectively with the general public.
- Ability to maintain records.

- Knowledge of basic computer skills (Microsoft Word, Excel, internet and email).
- Ability to follow both written and oral instructions.
- Must obtain First Aid and CPR, Medication Administration and Epi-Pen Certification.

Experience and Training

Two years of college with a major in recreation, physical education or a related field and two years experience in a recreational setting. Knowledge of basic First Aid and CPR.

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 physical ability to participate in day-to-day camp activities, including 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.

**LICENCE OR CERTIFICATE:**

Must hold a Connecticut driver's license.

\*\*\*\*\* 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: \_\_\_\_\_  
\_\_\_\_\_  
Chair

DRAFT