



# TOWN OF SOUTHBURY

## PARKS AND RECREATION

561 Main Street South  
Southbury, Connecticut 06488  
(203) 262-0633  
Fax: (203) 267-7840



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### Southbury Parks and Recreation Department Site Director Job Description

#### **Position Summary:**

The Site Director shall provide a safe environment for all campers and staff. The Site Director is responsible to plan, direct and supervise all camp programs and staff. The director shall oversee pre-camp staff training and on-going training meetings.

#### **Supervision Received:**

Receives general supervision from the Recreation Supervisor and Director

#### **Supervision Exercised:**

Supervises all camp staff, specialists, and CIT's, and campers.

#### **Knowledge, Skills and Abilities**

- Knowledge of camp activities including, but not limited to, arts and crafts, games, swimming, contests and special events.
- Current CPR/First Aid certification.
- Ability to supervise staff and campers.
- Ability to interact with the public.
- Ability to plan, organize and carry out daily and special programs.
- Ability to administer proper discipline for campers.
- Ability to train, supervise, and motivate specialists, counselors and CIT's.
- Ability to communicate with parents regarding concerns/questions

#### **Essential Duties and Responsibilities**

- Daily communication with Recreation Supervisor, Assistant Director, staff and CIT's.
- Daily communication with on-site custodians and Region 15 paraprofessionals.
- Schedule on-site staff for before and after-camp.
- At times supervise before and after camp.
- Monitor safety of equipment, environment and well-being of staff and campers.
- Responsible for monitoring any medicine campers require.
- Administer First Aid and complete accident/incident reports.
- Oversee staff, specialists, and CIT's on a regular basis.
- Help organize meetings with other head staff to plan summer activities.
- Develop routines, schedules and procedures for daily camp operation.
- Work closely with CIT's to help develop knowledge and skills needed to be a Counselor
- Compile order for supplies and equipment.
- Inventory supplies from previous year.
- Assist with moving supplies from storage to camp site.
- Complete staff evaluations and recommendations for next year.
- Meet with parents to discuss any problems or concerns with campers.
- Responsible for discipline.
- Review Timesheets and submit to SP&R

#### **Qualifications**

- Must be at least 18 years of age
- Must have experience working in a camp setting