

**Seymour Recreation Pre-K Summer Camp Director  
Job Description**

**General Statement of Duties:**

The Pre-K Camp Director is responsible for the day-to-day instruction and oversight of Seymour Recreations Pre-K Camp. The Director will develop integrated daily activities that will engage, stimulate and ensure pre-k children ages 3-5 have a fun and safe summer.

**Essential Responsibilities:**

- Develop and implement a curriculum including a calendar of daily activities for the duration of the summer camp.
- Design and set up pre-k camp room staying within budget.
- Encourage and creatively motivate all children to participate in all activities ensuring that no child is left out
- Know, understand and enforce ALL safety and emergency procedures associated with the program and provide and/or assist in first aid as needed
- Take responsibility for the health, well-being and happiness of all participants. This includes but is not limited to being responsible for campers' safety and their whereabouts at all times
- Maintain positive relationships with parents and guardians while reporting any concerns to the Recreation Program Manager
- Identify and respond to camper behavior issues and communicate them to the Recreation Program Manager as needed
- Maintains camp records including, but not limited to: accident & incident reports, sign in/out sheets, attendance documents
- Organizes and maintains camp equipment, supplies and property
- Ensure that the site is kept clean, organized, and free of litter
- Actively participates and directs staff assistant in all aspects of the day camp schedule
- Wear staff t-shirt and proper clothing daily
- Other duties as assigned

**Essential skills**

- Ability to motivate & encourage pre-k children to participate in a group environment.
- Ability to communicate with children and adults with kindness, respect, and understanding.
- Ability to use computers, including MS Office when necessary to complete reports and recordkeeping.
- Highly energetic and motivating individual who engages those who they are leading.

**Qualifications:**

- Early Childhood Education Teachers, Grad Students and Paraprofessionals encouraged to apply.
- Must be at least 21 years of age and/or have prior experience in working with children.
- Ability to effectively use technology for programmatic needs.
- Attend all required pre-camp and camp season trainings and meetings as scheduled.

**Supervision Received:**

- Reports directly to the Recreation Program Manager. Works under the general direction of the Director of Community Services.

**Salary:** \$20.00 Commensurate with experience.