



FISHKILL RECREATION

793 Route 52, Fishkill, NY 12524 ~ tel. 845.831.3371 ~ fax 845.831.3169 ~ www.fishkillrecreation.com

DAY CAMP SITE DIRECTOR/RECREATION ASSISTANT

JOB REQUIREMENTS & DESCRIPTION:

Starting Rate of Pay: \$18.00 per hour

The Town of Fishkill offers high quality summer day camps each year for parents in need of daycare and/or children looking for active recreation opportunities during their summer break. Applicants should be caring, compassionate, safety conscious, energetic, & have experience caring for children in the age range of the respective camp they are applying for. Our goal is to enhance the lives of every child that attends by exposing them to a variety of vibrant, quality, and efficient recreational activities. For more details, please visit our website at www.fishkillrecreation.com and select the appropriate link under the "Summer Camps" tab.

Responsibilities:

1. Supervise the entire summer camp program
2. Interviewing of all staff and assign groups to Counselors
3. Attend scheduled registrations and meetings prior to the start of the camp season
4. Assist in conducting training of staff; Assist in the review of camp schedules
5. Conduct weekly staff meetings.
6. Supervise and evaluate performance of Assistant Director, Counselors, Specialists, and CIT's
7. Assign and supervise daily duties to staff (i.e., clean-up, lunch)
8. Tally camper attendance weekly and keep track of staff sign-in sheets
9. Write newsletters as needed and inform campers/parents of necessary information
10. Write up detailed incident reports, disciplinary action forms, medical forms, and excellence performance forms
11. Contact parents in events of illness or emergencies
12. Handle discipline of campers and staff
13. Notify Town Hall officials of certain incidents regarding medical emergencies, discipline matters, etc.
14. Attend trips or assign Assistant Director to supervise trips

MINIMUM QUALIFICATIONS:

1. Must be at least 21 years of age by June 1st.
2. Must possess approved CPR and First Aid certifications. (we provide appropriate certification).
3. Must have at least 24 weeks of administration and/or supervisory experience.
4. Must have 2 years of recreation and/or related experience.
5. Must be mature, of good character, positive role model, and possess suitable personal qualifications.
6. Must be in good physical and mental health, and have the energy and emotional stability necessary to fulfill the responsibilities of the position.
7. All Employees should have the ability to run, climb on playground equipment, play with the children, and participate in all activities which may include but not limited to sports, dancing, exercise, and crafts.
8. Must have experience in supervising and working with children.
9. Must be responsible, reliable, and have reliable transportation.
10. Must be qualified by training and experience to carry out their respective functions in the administration, operation and maintenance of the camp program.
11. Must attend scheduled staff trainings and meetings.



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12. Must provide references.
13. Must pass all background checks including but not limited to fingerprinting, child abuse, sex offender registry, and criminal.
14. Must pass annual and random drug tests.
15. In order to complete background checks, drug tests, and references, applicants must be able to provide some or all the following:
 - a. Copy of driver's license or other government issued identification.
 - b. A statement or summary of each applicant's employment history including, but not limited to, any relevant child-caring experience; (the names, addresses and day time telephone numbers of at least three acceptable references, other than relatives, at least one of whom can verify employment history, work record and qualifications, and at least one of whom can attest to the applicant's character, habits and personal qualifications to be a school-age child care program staff member)
 - c. A sworn statement by the applicant indicating whether, to the best of the applicant's knowledge, such applicant has ever been convicted of a misdemeanor or felony in New York State or any other jurisdiction and fingerprint images as required to comply with the requirements of 413.4 of this Title; and
 - d. The information necessary to determine whether the applicant is the subject of an indicated report of child abuse and maltreatment as required by section 414.10(b)(i) of this Part.
 - e. The information necessary to determine whether the applicant is listed on the register of substantiated category one cases of abuse or neglect maintained by the Justice Center for the Protection of Persons with Special Needs, pursuant to Section 495 of the Social Services Law, as required by section 414.10(b)(1)(ii).

OTHER REQUIREMENTS:

1. Must commit to all 7 weeks, pre-camp meetings, pre camp planning sessions, training sessions, and camp staff meetings.
2. Must be available Monday-Friday between 8:00am-3:00pm throughout duration of program.
3. Must be available for occasional Pre-Camp shifts from 7:00am-8:00am throughout duration of program..
4. Must be available for occasional Extended Day shifts from 2:30pm-6:00pm throughout duration of program..
5. Must have reliable transportation.
6. Must have the ability to work independently, cooperatively, and take initiative.
7. Arrive to work on time and prepared, physically and mentally for the day's schedule of activities.
8. Must be creative and have a good imagination.
9. Responsible for ensuring the highest standards of safety and quality programming..
10. Serve as a role model and guide campers and staff in appropriate behaviors, language, attitudes, and activities.
11. Must have a Positive, "can do" attitude.
12. Knowledge of the principles and practices of leisure recreation needed to plan and implement leisure-time recreation programs;
13. Knowledge of fundamental recreational techniques and common practices needed to organize and conduct recreational activities;
14. Knowledge of the fundamentals of recreation activities needed to instruct others in a variety of sports and games.
15. Ability to work with people of different age groups and backgrounds;
16. Ability to follow detailed oral and written instructions.
17. Personal characteristics necessary to perform the duties of the position.
18. Physical condition commensurate with the demands of the position.



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TYPICAL WORK ACTIVITIES:

The Camp Director is part of the camp's leadership team and oversees the general program operations on site. The Camp Director works closely with the Recreation Director and the Assistant Recreation Director in pre-camp planning and organizing, as well as throughout the duration of the program. The overall safety of the campers is the Camp Director's primary objective. The position reports to the Recreation Director and Assistant Recreation Director. The following is indicative of the level and types of activities performed by the Camp Director. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Works with the Recreation Director to develop camp programming, schedules, weekly themes, activities, speakers, and events.
2. Works with the Recreation Director in organizing and training for the camp staff;
3. Motivates and supervises camp staff.
4. Organize & facilitate weekly staff meetings.
5. Communicates with parents/guardians.
6. Serve as liaison between the Rec office and parents.
7. Serve as liaison between the Rec office and camp staff.
8. Maintains inventory of equipment and supplies.
9. Maintains and files necessary records and paperwork;
10. Supervise daily check-in and check-out of all campers.
11. Track and assign staff to weekly roles and assignments.
12. Maintain camp records as needed.
13. Practice and enforce all camp safety regulations and emergency procedures.
14. Abide by all camp policies and covenant agreement.
15. Responsible for health and well-being of self and campers.
16. .Perform all other duties and roles assigned by the Recreation Director and Assistant Recreation Director.