



**\*\* EXTERNAL POSTING \*\***

Title:	Summer Camp Program Director	Classification:	Seasonal, 40 Hrs./Wk.; Non-benefited
Department:	Recreation Commission	Grade: D4	Salary:
Reports to:	Recreation Department Director	Effective Date:	March 30, 2021

**GENERAL SUMMARY**

The Camp Director is primarily and directly responsible for the day-to-day operation and supervision of a recreational camp for children, held at Whitney Park. Duties include the oversight of the Program's operations, supportive services, business affairs, health matters, and staff supervision; the welfare of all children with a variety of needs, life safety issues and medical concerns; creation of engaging, educational and physical activities for all Program participants as well as the use of independent judgment and assessment of situations within established procedures. Employee is authorized to make administrative decisions, referring policy matters to the Recreation Department Office Assistant/Commission. The position typically is active from late June to mid-August.

**KEY RESPONSIBILITIES**

*(The essential functions listed below are intended only as examples of work that may be performed. The omission 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.)*

Responsibilities include, but are not limited to:

- Operating the Summer Recreational Program; creating work schedules; assigning duties to staff and supervising work and interactions while developing cooperative working relationships.
- Conducting staff orientation and training. Staff includes approximately 33 Counselors and one Health Care Provider.
- Maintain medical records listing an accident or medical incident that occur and actions taken.
- Handle other administrative decision-making, problem-solving issues with staff and parents, and act as a liaison between the Recreation Commission and the camp.
- Developing and organizing appropriate activities and events to meet individual needs of children while ensuring all staff members are aware of any specific needs and/or concerns; supervising all groups at Whitney Park.
- Creating schedule for participants' activities.
- Preparing final camp reports to the Recreation Commission, and also preparing and providing each staff member with an annual performance evaluation, on the form drawn up by the Recreation Commission.
- Being availability Monday - Friday, from 8:00am/9:00am to 4:00pm/5:00pm, to meet with parents to discuss any issues or concerns they may wish to discuss.
- Ensures appropriate action is taken in response to discipline, parent notification of injuries.
- Ensures all end-of-season duties to close the program are completed; and checklist given to Supervisor.
- Performs similar or related work as directed by Supervisor and/or designee.

**MINIMUM QUALIFICATIONS**

Qualified applicants must be 21 years of age; must provide proof of current CPR and First Aide certifications; must have a Bachelor's degree in a related field, have successfully completed a course in camping administration such as those offered by national professional camping associations, national agencies, or their equivalent; or have at least two seasons of previous experience working as part of the administrative staff of a recreational camp for children. Applicant must also have excellent interpersonal, organizational, multi-tasking and computer skills; ability to pay attention to detail, maintain strict confidentiality at all times and be a self-starter. Regular and punctual attendance is a requirement of the position. As a condition of employment, applicant must successfully pass a background check and be CORI certified.

**Carrie Ribeiro, SPHR**  
Director, Human Resources



**Town of Ludlow**  
488 Chapin St., Ludlow, MA 01056  
(413) 583-5600, x1239  
[HR@ludlow.ma.us](mailto:HR@ludlow.ma.us)

### **SUBMISSION DEADLINE**

Interested candidates should submit a **resume, cover letter and completed Town of Ludlow application** available at [www.ludlowma.us:81/HR/](http://www.ludlowma.us:81/HR/) by **APRIL 14, 2021**, via email to [HR@ludlow.ma.us](mailto:HR@ludlow.ma.us). If you have questions or need further information regarding this position, please contact Debbie Gates, Recreation Department at (413) 583-8856. **No application submissions will be accepted if incomplete or received after the deadline.** Qualified applicants will be called for an interview to be held starting April 13th. Applications are not held on file.