

SHREWSBURY PARKS AND RECREATION

Job Description

TITLE: Pre-School Camp Director

DESCRIPTION: Under the direction of the Recreation Supervisor, the Preschool Camp Director is responsible for running the Shrewsbury Camp Dragonfly, overseeing and planning activities for a 5 week half day indoor/ outdoor summer camp for ages 3-5 and must be able to make decisions and communicate with parents/guardians. The Director is responsible for the overall management, provision, and supervision of a theme based day camp. Specifically plans, leads & supervises activities, supervises all counselors and jr counselors, responds professionally to parents questions, concerns & complaints, works within budget, prepares weekly schedules & activities, maintains paperwork, enforces camp rules & policies, lead weekly staff meetings, performs staff evaluations, discipline, and leads by example.

QUALIFICATIONS: The Director must have interest, enthusiasm, and experience working with children. The Director must have supervisory ability, communication skills, leading skills, and problem solving abilities. **Minimum age is 21 years old.** Previous camp and or education experience preferred.

DUTIES AND RESPONSIBILITIES:

- Effectively present programs to campers and staff along with suggestions for successful implementation
- Ability to plan, organize, and lead campers in a variety of activities
- Interact with campers
- Develop communications with parents/guardians of campers
- Supervise activities, delegating authority where appropriate
- Help with drop off/ pick up
- Making sure all campers are in designated area

Applications can be found under employment at www.cityofshrewsbury.com. Forward all applications to Parks and Recreation. For more information contact Lauren Mayer at 314.647.1003 ext. 219 or LMayer@cityofshrewsbury.com.

Pay Range: \$15.00-\$17.00per Hour depending on qualifications