

**TOWN OF YARMOUTH, MAINE**

**Parks, Recreation & Community Services  
Clipper Day Camp Director**

**Job Description**

**GENERAL PURPOSE**

Responsible for management of the eight-week YCS Clipper Day Camp program for camper's grades 1-6, approximately 15 staff and 20 volunteers.

**SUPERVISION RECEIVED**

Works under the supervision of the Yarmouth Community Services Director and Assistant Director.

**SUPERVISION EXERCISED**

Supervises Clipper Day Camp staff and volunteers.

**EMPLOYMENT PERIOD**

Must be available to work from June 16, 2023 - August 11, 2023

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Coordinates staff and volunteers in the development and implementation of Clipper Day Camp.

Plans, implements, and supervises Clipper Day Camp.

Maintains accurate camp attendance and Lunch Crunch records.

Recruits, interviews, hires, trains and evaluates seasonal staff, CITs, volunteers and other personnel affiliated with Clipper Day Camp.

Performs a variety of miscellaneous duties such as running errands, acquiring supplies needed for activities, helping set up equipment, supplies, and facilities for Clipper Day Camp.

Plans, coordinates and supervises field trips to local destinations.

Facilitates, monitors and insure a positive, safe, and fun camp experience for participants.

Purchases, inventories and maintains program supplies and equipment.

Initiates and takes appropriate action(s) with complaints from parents, participants, and volunteers.

Professionally responds to public inquiries about Clipper Day Camp through phone calls, receiving guests and visitors.

Responsible for contributing information regarding Clipper Day Camp to the department website, social media, and marketing resources.

Assumes responsibility for professional growth and development through participation in workshops, meetings and seminars.

Promotes interest and provides information regarding Clipper Day Camp to school officials, other recreation officials, community service groups, other departments, and the general public.

Available to work during Clipper Day Camp hours.

Performs other work as required or assigned.

### **PERIPHERAL DUTIES**

Supports department efforts to include: adult sports, social media, program & office administration, gym supervision, and other programming opportunities.

Serves as a member of or liaison to various town committees and work teams, as assigned.

Participates as member of professional association(s) and affiliated sub-groups.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from a two-year college or university with a degree in recreation, leisure services, early childhood education, or a closely related field;
- (B) One year of supervisory experience in the parks and recreation or childcare fields; or
- (C) An equivalent combination of education and experience.
- (D) Prior experience with school age children. Enjoys working with children. Experience overseeing staff and/or volunteers. Prior camp experience preferred.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of recreation philosophy, planning and administration;
- (B) Knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation department;
- (C) Experience and functional knowledge of Word, Excel, Google/Google Docs, and the ability to learn moderately complex software programs;
- (D) Functional knowledge of social media;
- (E) Skill in operation of listed tools and equipment;
- (F) Certification, or the ability to acquire certification, in First Aid and CPR;
- (G) Ability to develop, coordinate and direct varied activities involved in a community recreation program;
- (H) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public;
- (I) Ability to communicate effectively orally and in writing;
- (J) Ability to plan and supervise the work of paid staff and volunteers.

### **SPECIAL REQUIREMENTS**

Valid state driver's license or ability to obtain one.

### **TOOLS AND EQUIPMENT USED**

Personal computer, laptop, calculator, copy and fax machine, phone, mobile or portable radio, camera, A/V equipment, scoreboards, security systems, recreation-based management software, automobile.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually minimal while in the office, and moderately loud when in the field.

The duties listed above are intended only as illustrations of the various types 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Effective Date: March 1, 2023**