



TOWN OF  
**KILLINGTON**  
VERMONT

**Killington Parks and Recreation Summer Camps  
Camp Director**

**Position Overview:**

Killington Parks and Recreation is actively seeking a motivated and dynamic individual to fill the position of Camp Director for the upcoming 2024 summer camp season. The successful candidate will play a pivotal role in the planning, organization, and execution of all summer camps sponsored by Killington Parks and Recreation, ensuring a memorable and enriching experience for campers.

**About the Team:**

As a municipal entity, the Department of Parks and Recreation takes pride in providing affordable and accessible summer programming to the community. Rooted in a commitment to fostering a sense of fun and exploration, our camps are designed to offer enriching experiences that contribute to the overall well-being of the participants. At the heart of our mission is the belief that summer should be a time for children to create lasting memories, build independence, and develop character.

**Qualifications**

1. Prior Experience:
  - a. Proven experience working with school-age children, demonstrating an understanding of their developmental needs and the ability to create engaging and age-appropriate activities.
2. Willingness to be a part of a team:
  - a. Ability to work collaboratively in a team setting, fostering a positive and supportive camp environment.
  - b. Possess strong communication and interpersonal skills to effectively interact with campers, parents, and fellow staff members.
  - c. Demonstrate flexibility and adaptability to respond to the dynamic needs of the camp environment.
  - d. Dependable with reliable mode of transportation to and from camp.
3. Physical Conditions:
  - a. Ability to be outdoors and actively engage in games and activities for much of the day.
  - b. Capable of walking and transporting supplies between camp facilities
4. Certifications
  - a. Willingness to obtain CPR/AED/First Aid certification before the start of the camp season.
  - b. Must successfully pass a background check to ensure the safety and well-being of campers
  - c. Must possess a valid Driver's License

**Responsibilities:**

The Camp Director plays a crucial role in creating a positive and enriching camp experience for both campers and staff, contributing to the overall success of Killington Parks and Recreation's



summer camp programs. Below are the main responsibilities of the position. Note: additional duties/ responsibilities may be required to ensure the safety of all campers.

1. Camp Supervision and Team Management
  - a. Ensure camp is a safe and fun environment by monitoring safety protocols and procedures.
  - b. Adhere to and uphold camp policies and expectations
  - c. Maintain awareness of the location of campers and camp groups upholding proper camper to counselor ratios
  - d. Maintain Weekly Staff Schedule
  - e. Attend weekly staff debrief meetings with Recreation Director, Head Counselors, Aquatics Director, and Head Lifeguard
  - f. Manage counselor feedback and collaborate with Recreation Director to improve camp experience
2. Daily Schedule Execution
  - a. Prepare for a successful day at camp by gathering supplies and preparing activities. Adapt activity schedule based on counselor and parent feedback
  - b. Arrive on time at your scheduled start time each day to Ensure that all necessary materials and equipment are ready for the day's activities and counselors understand the daily schedule
  - c. Assist outside vendors and facilitators in execution of their activities/ presentation
  - d. Communicate schedule changes with camp staff and parents in a timely manner
3. Communication:
  - a. Communicate effectively with counselors, parents, and other staff members to ensure a collaborative and informed camp environment
  - b. Understand, explain, and uphold camp rules and regulations.
  - c. Communicate via email with parents in a timely manner. Send weekly camp update emails to staff and parents
  - d. Hear parent feedback and share with Recreation Director
4. Camp Administration
  - a. Process camp registrations, payments, and refunds.
  - b. Assist Recreation Director with coordination logistics of camp field trips and outside vendors or contractors
  - c. Learn and utilize recreation management software and additional camp technology
5. Camp Area Maintenance:
  - a. Uphold cleanliness or organization expectations of camp area
  - b. Return all camp supplies to proper location after use
  - c. Assist campers with packing personal items to limit number of items lost/ forgotten

**Hours and Compensation:**

Seasonal, Full-time (40 hours/week) position from June 24<sup>th</sup>- August 16<sup>th</sup>, 2024. Part time (~20hr) position the weeks of June 17-21 and August 19-23 for camp set up and break down. Additional trainings and orientation will be required outside of these dates.



An hourly wage of 18.75-\$20 an hour is available for the Camper Director position commensurate with experience.

Additional benefits include KPAA member benefits, including discounted access to Killington Resort Amenities, Green Mountain National Golf Course, and Pico Fitness Center.

**Application Process:**

Send resume to Emily Hudson, Director of Parks and Recreation at [recdirector@killingtontown.com](mailto:recdirector@killingtontown.com) or PO Box 429, Killington, VT 05751.

A list of references will be requested if the candidate is considered.