

**Crystal Pond Park  
Eastford/Woodstock  
Employment Opportunity**

**Summer Day Camp Director**

The Crystal Pond Park Commission is seeking a director/on-site manager for its five week day camp program for July and August of 2019. The camp consists of five weeks, Monday-Friday from 8am-3:30pm for children in grades K-8. Additional work time will be necessary during the months prior to the opening of the Day Camp. The candidate will be responsible for directing and supervising counselors, counselors-in-training, and program area directors, monitoring camp activities, and maintaining a safe and healthy environment for campers. Youth education experience is a plus. Salary to be determined.

Application packets are available at the Woodstock First Selectman's Office, 415 Route 169, Woodstock, CT 06281, or at [www.woodstockct.gov](http://www.woodstockct.gov) and [www.eastfordct.org](http://www.eastfordct.org). Application, resume and two letters of reference must be received at the Woodstock First Selectman's Office, c/o Crystal Pond Park Commission **by December 18, 2018 at 4pm.**

The Towns of Woodstock and Eastford are Equal Opportunity Employers.

## Applicant Information: Job Opening October 2018

### Day Camp at Crystal Pond - Director/Administrative Director Job Duties and Job Descriptions

The Camp Director plans, coordinates, and oversees the overall camp program, approves all camp activities, and hires camp staff. He/she is responsible for communicating with parents, guardians, teachers, and counselors and other camp staff prior, during, and after the summer camp. The person will oversee the day to day operations and assess program quality and daily camp program scheduling.

The Day Camp Director must possess strong leadership skills, communication skills, managerial and organization skills, and, above all, be flexible.

The Director should have good basic computer skills, good phone etiquette, and strong interpersonal skills to effectively deal with people of all ages, most especially young children and young adults. The preferred candidate would have a background in education, child or human development or other related field. The candidate should be at least 25 years of age with 2 years of leadership responsibilities. Physical requirements include the ability to stand for long periods of time, walk through trails and rocky terrain, have ability to adjust from sitting to standing with ease, and lift and carry at least 30 lbs.

During the first year, the Camp Director will partner with the previous Director in order to facilitate a smooth transition to new leadership. The Camp Director will interact on at least a weekly basis with the designated CPP Commissioner serving as liaison between the Day Camp Program and the CPP Commission.

#### JANUARY

- Finalize summer season dates
- Assess staff needs based off of last year's enrollment numbers and staff numbers
- Revise all forms (CIT app, staff app, registration form, enrollment forms, schedules, manuals, etc.)
- Contact caterer regarding returning
- Preliminary budget

#### FEBRUARY

- Get registration form approved for distribution in schools by superintendents in Eastford and Woodstock (possibly Ashford and Pomfret)
- Copy forms based off of supplied enrollment numbers from schools
- Distribute to schools before February vacation

- Contact prior year staff and CITs to inquire about their return, forward app and necessary digital forms
- Advertise for staff positions as needed
- Email CIT apps by request

## MARCH

- Manage registrations as they are mailed in, begin to build rosters, make deposits to Woodstock Town Hall
- Email/mail enrollment packets after registration is confirmed
- Track staff and CIT applications as they are sent in
- Contact caterer and confirm dates, a week one sample menu, and mail him checks as they come in with registrations

## APRIL

- Continue to manage camper registrations and enrollments
- Hire staff
- Finalize CIT placements
- Determine camp set up day with commission
- Contact Jeannine Spink regarding CPR and first aid training for staff
- Book the bus

## MAY

- Continue to manage registration and enrollments
- Set camper groups and staff positions
- Update budget
- Contact t-shirt supplier regarding color choice and order deadline
- Plan daily camp schedule of activities
- Make initial contact with possible volunteers about returning
- Contact ice cream truck and confirm dates and times
- Meet with Waterfront Director/Head Lifeguard to review emergency plan, expectations, etc.
- Set and finalize pay rates with Woodstock Town Hall (Joni Cullan in 2018)
- Woodstock Town Hall will put together a packet for all staff (tax forms, direct deposit, etc.) which are then emailed out by Director with a set deadline for all forms

## JUNE

- Set up day - staff meeting and then all staff are assigned to areas to prepare for opening day
- Finalize t-shirt order
- Finalize registrations, enrollments, late fees, etc.
- Make attendance rosters for staff
- Finalize lunch counts for caterer, by week
- Confirm all volunteers and dates

## JULY - AUGUST

- Unlock buildings in AM (nurse cabin, arts and crafts, dining hall)
- Fill dining hall water jug, monitor and refill as necessary
- Check bathrooms and bathroom trash - empty and replace liners
- Clean bathrooms weekly
- Check text and emails regularly
- Monitor groups/activities with walk throughs, address any issues
- Keep groups on time as necessary
- Manage time cards, check and sign, deliver to town hall (determine deadline with Joni)
- Oversee morning meeting with whole camp, morning song
- Handle discipline issues
- Weekly staff meetings
- Weekly CIT training meetings
- Monitor clean up/trash/litter
- Troubleshoot staff issues/needs (bees, supplies, needs, etc.)
- Purchase general supplies as needed (paper towels, large garbage bags, toilet paper, hand soap, bee and bug spray, sunblock, etc.)
- Candy store supplies and run store or designate a free staff member to run store as specific, set times
- Sort and distribute camper t-shirts
- Complete weekly budget updates based off of payroll reports
- Send weekly parent emails - reminders, guests, special events, etc.
- Manage Facebook page
  
- Complete security walks for strangers, first week have a visible presence at entrance
- End of season report to commission
- Manage two-way radios
- End of day - be sure all buildings are locked, all items put away, no trash or lost and found left out, water pump handle is off by nurse's station, and radios are off and in chargers
- Last week - prep for final day preparations of packing up and moving to storage

Town of Woodstock  
**Application for Employment**  
 (PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

Date: \_\_\_\_\_

**Personal Information**

Name (last, first, middle): \_\_\_\_\_

Present Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you authorized to work in the U.S.?  Yes  No*If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.***Employment Desired**

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Are you employed now?  Yes  NoIf so, can we inquire of your present employer?  Yes  NoEver applied to the Town of Woodstock before?  Yes  No When: \_\_\_\_\_

Referred by: \_\_\_\_\_

Education	Name and location of school	Number of Years Attended	Did you graduate?	Subjects Studied / Degree
High School				
College				
Post-Graduate School				
Trade, Business, or Correspondence School				

**General\***

Subjects of special study or research work: \_\_\_\_\_

Special Skills: \_\_\_\_\_

Activities (civic, athletic, etc.): \_\_\_\_\_

\*Excludes organizations, the name of which indicates the race, creed, sex, age, marital status, color, or national origin of its members.

U.S. Military or Naval Service: \_\_\_\_\_ Rank: \_\_\_\_\_

Present Membership in National Guard or Reserves:  Yes  NoCDL License:  Yes  No**Former Employers** (List below the last three employers, starting with the last one first.)

Date (month/year) From – To	Name and Location of Employer	Salary	Position	Reason for leaving

Which of these jobs did you like best? \_\_\_\_\_

What did you like most about this job? \_\_\_\_\_

**References:** Give the contact information for at least three business-related references.

Name	Business Relationship	Company Name	Can be reached at:

"I certify that all the information submitted by me on this application is true and complete. I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my application may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- The Town of Woodstock (the "Town") is an equal opportunity provider and employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. The Town considers applicants for all positions without regard to race, color, national origin, age, disability, sex, gender identity, religion, veteran status, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information.
- This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination.