

Rocky Hill Human Services is looking to hire staff for the Kids Kamp program.

Applicants must be enthusiastic, creative, and flexible and enjoy working with children ages 3 to 5. This position runs from June 19th through August 11th. Hours would be 8:30am-1:00pm. Town provided training and background check will be required. Applicants with experience working with preschool aged children/ Early Childhood Education background are encouraged to apply.

Please complete an External Application for Employment and forward the same to: Cathy Sylvester (csylvester@rockyhillct.gov) (860) 258-2726

**Rocky Hill Human Services Department
Kids Kamp Director**

Job Description:

Responsible for managing the daily operations, but not limited to, supervising camp staff, volunteers, maintaining facility and supplies, planning, coordinating and oversees and executing daily camp program for 3, 4 and 5 year old participants. Director is responsible for staff and volunteer schedules and trainings. Position is considered seasonal, at will. Ongoing communication and updates with supervisors and /or parents.

Minimum Qualifications:

- Must be 21 years old.
- Must have 4 year degree in Early Childhood Development
- Must have American Red Cross Child Care CPR and First Aid Training
- Must have minimum of 2 years of directing preschool programming
- Must have up to date immunizations/background check

Knowledge and Skills

- Thorough knowledge of early childhood development.
- Ability to instruct, assign, supervise and evaluate preschool camp staff and volunteers in the performance of their duties.
- Leadership qualities and public relation skills.
- Knowledge of the principles and practices of preschool camp rules, policies and procedures.
- Understanding of State Mandated reporting procedures

Specific Duties

Duties include but are not limited to:

- Overseeing safety and wellbeing of campers
- Responsible for the daily supervision of camp staff and volunteers
- Co-constructs curriculum of themes
- Ensures rules, regulations and policies are adhered at all times
- Respond to parent inquiries and concerns (as it applies to camp)
- Supervise care and cleaning of facility and equipment daily
- Daily safety inspection of all camp equipment
- Conducts end of season staff evaluations
- Inventories and stocks supplies
- Carry out additional duties as assigned by Human Services Recreation Supervisor.

Responsible to:

Human Services Recreation Supervisor, Director of Human and Youth Services

**Rocky Hill Human Services Department
Kids Kamp Assistant Director**

Job Description:

Under the Supervision of the Director, responsible for managing the daily operations, but not limited to, supervising camp staff, volunteers, maintaining equipment and supplies. Coordinating and overseeing the executing of daily camp program for 3, 4 and 5 year old participants. Assistant Director is responsible for staff and volunteer schedules and execution of daily program. Position is considered seasonal, at will.

Minimum Qualifications:

- Must be 21 years old.
- Must have 2 year degree in Early Childhood Development
- Must have American Red Cross Child Care CPR and First Aid
- Must have minimum of 2 years of preschool programming
- Must have up to date immunizations/background check

Knowledge and Skills

- Thorough knowledge of early childhood development
- Ability to instruct, assign, supervise and evaluate preschool camp staff and volunteers in the performance of their duties.
- Leadership qualities and public relation skills.
- Knowledge of the principles and practices of preschool camp rules, policies and procedures.
- Understanding of State Mandated reporting procedures

Specific Duties

Duties include but are not limited to:

- Overseeing safety of campers
- Responsible for the supervision of camp staff and volunteers under supervision of Camp Director.
- Enforce rules, regulations and policies
- Respond to parent inquiries and concerns (as it applies to camp)
- Supervise and assist in care and cleaning of equipment
- Ensure all equipment is safe
- Review all staff and volunteers
- Orders necessary supplies
- Carry out additional duties as assigned by Kids Kamp Director.

Responsible to:

Kids Kamp Director, Human Services Recreation Supervisor, Director of Human and Youth Services

**Rocky Hill Human Services Department
Kids Kamp Counselor**

Summary of Responsibility:

Counselors are responsible for a group of 8 to 10 children (ages 3-6) on a daily basis, to ensure safely practices, behavior management and overseeing of age appropriate and enriching pro social activities.

Minimum Qualifications:

- Must be 16 years old.
- Must be energetic, flexible and enjoy working with young children
- Must be up to date on immunizations and pass a background check

Knowledge and Skills

- Must have volunteer/educational experience with preschool aged children
- Leadership qualities and public relation skills
- Decision making/communication skills

Specific Duties

Duties include but are not limited to:

- Attend all preseason trainings and certifications
- Direct volunteers as needed
- Enforce rules, regulations and policies
- Assist in care and cleaning of equipment
- Ensure all equipment is safe
- Organize, set up and remove games and activities
- Carry out additional duties as assigned by Kids Kamp Director and Assistant director.

Responsible to:

Assistant Kids Kamp Director, Kids Kamp Director, Human Services Recreation Supervisor, Director of Human and Youth Services