

Job Title: Camp Manager (Multiple Positions)

Department: Recreation

Status: Hourly, Seasonal

Wages: Up to \$22/hr and commensurate with experience

Job Summary:

The Summer Camp Managers will oversee the day-to-day at each of our camp locations, and complete specific managerial duties. The possible roles for camp managers are: Medications Manager; Supply and Equipment Manager; Camp Meals Manager; and the Pool Liaison. Candidates should specify in their application or interview which role they would prefer and why they are a good fit for the position. Camp Managers will work directly with students to provide a safe, responsible, well-supervised summer camp experience, while also maintaining a good rapport with parents and the community. We are seeking qualified, engaged, and motivated individuals with experience in education, youth and children's programs, or a related field; candidates should be ready to commit to an 8-week summer program with a full-time work schedule, plus training, prep, and cleanup time.

Duties/Responsibilities:

The Camp Managers will:

- Oversee the day-to-day operations of camp, filling in for Counselors and Head Counselors as needed
- Keep supplies and schedules organized for their specific managerial tasks
- Communicate with camp directors and Recreation Department staff
- Serve as role models for Counselors, providing guidance when requested
- Handle communications with parents/guardians, counselors, and campers
- Assist with drop-off and pick-up procedures at designated camp locations

Required Skills/Abilities:

The Camp Managers will need to have:

- Must be at least 16 years of age to apply
- Experience working with youth in various settings
- Outstanding communication skills
- Good customer service skills
- Strong organization, problem-solving skills, and the ability to think on your feet
- The ability to work in a team

- The ability to oversee the managerial focus of their choice
- The ability to serve, communicate with, and work with a diverse population

Education and Experience:

The Camp Managers must have:

- 2 years of related experience, preferably in a position managing programs and other staff, OR
- A combination of experience and education that may be considered equivalent to the previous requirement – education in a related area (Recreation, Athletics, Education, Business, Public Administration) is helpful;
- CPR/First Aid Certification*
- Lifeguard certification (preferred)
- Mandated Reporter training (preferred)*

*These certifications shall be part of training should they not currently be held.

Interested applicants should complete an [Employment Application](#) and send to Katarina Lisaius (klisaius@waterburyvt.com) with their cover letter and resume. Application deadline is February 20, 2025.