



TOWNSHIP OF ROCHELLE PARK

151 WEST PASSAIC STREET, ROCHELLE PARK, NJ 07662 • TEL. (201) 587-7743 • FAX (201) 587-1570

www.rochelleparknj.gov • email: recreation@rochelleparknj.gov

RECREATION COMMITTEE

NOTICE OF EMPLOYMENT

Director/ Assistant Director (CERTIFIED TEACHERS Preferred)

Candidates(s) - Looking for a super-organized Director / Assistant Director for Recreation Summer Camp for K through 7th grade youths. Candidate(s) are required to have a minimum of 3 to 5 years' experience, working with youths. Camp experience a plus. Camp Director is responsible for choosing and scheduling programs, selecting and training counselors, overseeing all camp activities, and completing all administrative duties associated with camp. These positions report to the Rochelle Park Recreation Director.

Camp runs for 8 weeks - Monday, June 24, 2024 to Friday, August 16th, 2024, between the hours of 8am - 5pm. Director must be available for the entire 8 week program. Administrative duties begin 2 months before camp for the 15 hours and are completed remotely.

Responsibilities include but are not limited to:

- Attend all organizational camp meetings with staff prior to camp
- Develop and direct camp program activities
- Manage camp budget, secure contracts, verify insurance
- Keep updated 8 week calendar of events
- Complete all campers and counselors paperwork
- Interview, choose and train counselors
- Practice and enforce all camp safety regulations and emergency procedures
- Write acknowledgements at the end of camp for donations provided during camp
- Practice and enforce all NJ and County camp safety regulations and emergency procedures
- Perform additional duties assigned by the Recreation Director

Required:

CPR / AED / First Aid Certifications

Pay:

Salary to be determined by experience and salary ordinance

Schedule:

Monday to Friday

Education:

Bachelor's (Preferred)

Experience:

Working with Youth: 3 -5 years (Required)

Due Dates:

Director / Assistant Director on or before Friday, March 30, 2024

Please include resume with your application and send to correspondences to: Recreation@rochelleparknj.gov . Attn: Summer Camp Employment.

***** All camp employees subject to fingerprinting and background checks *****