



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

CAMP DIRECTOR (CERTIFIED TEACHERS Preferred)

Candidates(s) - looking for a super-organized Director / Assistant Director for Recreation Summer Camp for K through 6th grade youths. Candidate(s) are required to have a minimum of 3 to 5 years' experience, working with children/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 30, 2025, to Friday, August 22, 2025, between the hours of 8:30am -4:30pm. Director must be available for the entire 8-week program. Administrative duties may begin 2 months before camp for 15 hours and can be 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 the camp for donations provided during the camp.
- Practice and enforce all NJ and County camp safety regulations and emergency procedures
- Perform additional duties assigned by the Recreation Chair

Required:

CPR / AED / First Aid Certifications

Pay:

Salary to be determined by experience and salary ordinance – currently up to \$10,000

Schedule:

Monday to Friday 8am – 5pm

Education:

Bachelor's (Preferred)

Experience:

Working with Children/Youth: 3 -5 years (Required)

Due Dates:

Director on or before Friday, April 11, 2025

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

*** ALL CAMP EMPLOYEES SUBJECT TO INGERPRINTING AND BACKGROUND CHECKS/EOE/ADA***