



TOWNSHIP OF ROCHELLE PARK

151 WEST PASSAIC STREET, ROCHELLE PARK, NJ 07662 TEL: (201) 587-7730 FAX: (201) 556-0581

www.rochelleparknj.gov

TOWNSHIP ADMINISTRATOR

Samantha I. Carpio

TOWNSHIP COMMITTEE

Thomas Miller – Mayor
Matthew Trawinski – Deputy Mayor
Jennifer Appice
Teresa Judge Cravello
Sean Smyth

NOTICE OF EMPLOYMENT

CAMP DIRECTOR (CERTIFIED TEACHERS Preferred)

Candidates(s) - looking for a super-organized 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.

Camp runs for 6 weeks - Monday, July 6, 2026, to Friday, August 14, 2026, between the hours of 8:30am - 4:30pm. Director must be available for the entire 6-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 6-week calendar of events
- Complete all campers and counselors' paperwork
- 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 State and County camp safety regulations and emergency procedures
- Perform additional duties assigned by the Business Administrator

Required:

CPR / AED / First Aid Certifications

Pay:

Salary to be determined by experience and salary ordinance – Range from \$7,500 and \$10,000

Schedule:

Monday to Friday 8am – 5pm

Education:

Holds a bachelor's or master's degree or is currently in the process of pursuing either degree

Experience:

Working with Children/Youth: 4-12 years (Required)

Please include a resume with your application and send to correspondences to: scarpio@rochelleparknj.gov

Subject: Summer Camp Employment

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