



Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125

<b>Job Title:</b>	SYP Camp Director	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	Summer Camp	<b>Travel Required:</b>	No
<b>Location:</b>	Park	<b>Position Type:</b>	Seasonal – 40 hrs/wk for 8 week summer camp plus 100 extra hours prep & follow up @\$23/hr – could be multiple positions or one
<b>Level/Starting Rate:</b>	3/\$23.00/hr		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	No		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 townclerk@townofnewlebanon.com <b>Subject Line:</b> Job Application <b>Attention:</b> Town Board		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<b>Role and Responsibilities</b> <ol style="list-style-type: none"> <li>1. Complete and obtain all necessary documents required to obtain a Children’s Summer Day Camp permit annually</li> <li>2. Review the program annually and update as needed to maintain compliance with state codes</li> <li>3. Submit updated plan or revisions annually to the Columbia County Dept of Health for review and approval</li> <li>4. Prepare all necessary documents required to run the program</li> <li>5. Advertise for interview verify applications of and hire appropriate personnel</li> <li>6. Plan program activities including but not limited to field trips and swim lessons</li> <li>7. Maintain and make available during inspections records identifying staff qualifications</li> <li>8. Oversee implementation of program during camp operation</li> <li>9. Report fires at the program site or medical emergencies during the program to the Columbia County Dept of Health within 24 hours of the occurrence</li> <li>10. Provide all Assistant Directors Town Supervisor and Town Clerk with an up-to-date copy of the program plan</li> <li>11. Plan and implement annual review/evaluation of program plan and annual program curriculum and activities</li> <li>12. Attend Director workshop held at Columbia County Dept of Health</li> </ol>			
<b>If there are multiple SYP Camp Directors, duties should be split as follows:</b>			



**Director of communications:**

- Provide the elementary school with registration forms for distribution to parents
- Be the primary contact for parents, counselors and counselors-in-training
- Create and maintain all social media for the Summer Youth Program in compliance with the Town's social media policy
- Any other communications item not listed

**Director of activities and events:**

- Plan annual program curriculum and activities
- Submit letter to the Board of Education at the New Lebanon Central School District requesting the use of the pool for the swim program and the use of buses for transportation between Shatford Park and the Community Center, the Community Center and the High School for the pool, as well as for field trips as needed
- Upon receiving approval for use of the pool, provide the Facilities Director at the New Lebanon CSD with the days/times for the pool use
- Upon receiving approval for use of the buses, provide the Transportation Supervisor at the New Lebanon CSD with the days/times for field trips, as well as days/times for the pool use in case of the necessity for transport from the Community Center to the High School, and all Directors contact information in case of the need for a last minute bus (ie – inclement weather causing the need for transport from Shatford Park to the Community Center)
- Make reservations for any/all field trips as well as any/all on-site programs (ie – Rhonda's Reptiles, Birds of Prey, Bindlestiff Circus, etc)
- Collect all registration and any other fees and remit monies collected and receipts to Town Supervisor weekly
- Any other programming item not listed

**Director of compliance:**

- Complete and obtain all necessary documents required to obtain a Children's Summer Day Camp Permit and apply for permit annually
- Submit updated plan annually to Columbia County DOH for review and approval
- Provide Town Board, Health Director and Aquatics Director with a copy of the written plan
- Prepare/maintain all necessary documents required to run the program
- Create and maintain files and make them available during inspections for any/all records identifying all staff qualifications
- Report all fires at the program sites or medical emergencies during the program to the Columbia County DOH within 24 hours of the occurrence
- Maintain a copy of program plan at Park Pavilion and inform all staff of program plan location
- Maintain daily attendance sheets, accident/injury log, discipline log, and fire/emergency evaluation log
- Implement medical portion of program plan under supervision of the health director
- Any other paperwork/communications to stay in compliance throughout the duration of the Summer Youth Program

**Qualifications and Education Requirements**

21 years of age

24 weeks previous administrative or supervisory experience in camping or children supervision (must be acceptable to State Commissioner of health)

ARC CPR and First Aid Certification and Universal Precautions for blood and body fluid borne pathogens training

This position is subject to all applicable civil service rules.



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Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	