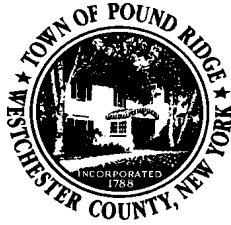


Town of Pound Ridge

Tel.: 914-764-3987

Fax: 914-764-0102



Teen Travel Camp Director

Please email cover letter and resume to: arusso@townofpoundridge.com

No later than November 2, 2025

QUALIFICATIONS: **Age:** Must be at least 21 years; **Experience:** 3 Years camp experience, Leadership or Supervisor experience; **Certifications:** RTE and CPR/PR

Salary Range: \$22-\$30 per hour, depending on experience

Camp Description: Incoming 7th and 8th graders, & possibly 9th graders. 6-week camp, 3 traveling trips (includes 1 overnight trip) per week. Two other days will be at the Pound Ridge Park, for a day camp experience Dates of camp: June 29-August 7.

RESPONSIBLE FOR: Under the direct supervisor of the Recreation Superintendent, organize, administer and conduct a Travel Teen Camp Program for residents of Pound Ridge, and Non-Residents. The position requires special skill in organization, program formulation, administration, scheduling, people skills and evaluation. Be knowledgeable of Safety Plan, Department of Health Requirements, Staff Handbooks and Parent Handouts.

SPECIFIC DUTIES:

1. Build the trip calendar, working with recreation department. Attend meetings prior to the beginning of camp.
2. Maintain all required documents for staff and campers. For example: attendance logs, health log, orientation log, fire log and more.
3. Directly supervise all teen travel camp staff members.
4. Conduct staff orientation, meetings & provide on-going guidance and training for staff.
5. Check in/communicate with the different trip directors to confirm and or coordinate any changes with the venues.
6. Oversee all activities of campers at the town park. While working with the day camp director to develop a schedule for the campers. When campers are on park premises-making sure all ratios are being met, following a schedule or activities.
7. Prepare group list for trips and supervise all attendees during trip activities.
8. Supervise all campers and staff on a daily basis.
9. Maintain open parent communication using SportsYou app.
10. Show enthusiasm and assist in making teen travel camp an enjoyable experience.
11. Notify school custodian staff, or town maintenance staff of any maintenance work to be done.
12. Take every precaution to prevent accidents by constant supervision, inspect venues, and or trip areas on a daily basis for potential hazards.
13. Provide First Aid/ CPR whenever needed.
14. Prepare end of year parent/camper evaluation and needs assessment for next summer.