

**Borough of Garwood
Summer Camp 2026
Assistant Summer Camp Director**

Job Description:

The Borough of Garwood is seeking an Assistant Summer Camp Director for Summer 2026. The Garwood Summer Rec Camp runs the end of June through the beginning of August (typically 6 weeks but dates subject to change) from 9 am to 12 pm, Monday through Friday and serves Garwood residents between the ages of 5 and 13. The Assistant Summer Camp Director will assist the Camp Director in providing oversight to the summer camp including the management of camper and camp staff, handling of camper records/paperwork, implementation of activities, and ensuring the campers are cared for and safe. The Assistant Summer Camp Director will assist in (but not limited to) the following: preparation leading up to the start of camp, participation in leading staff training, providing input in the development of summer camp activities and staff/parent handbook, the creation of the daily calendar of activities and schedule, identifying supply needs, reviewing camper registration forms to become educated in the need of campers, and guiding the staff in effective role modeling, discipline, and programming. This position is a seasonal position and requires extensive managerial skills.

Rate of Pay and Hours:

- Rate of pay: \$18 - \$20/hour (depending on experience and qualifications)
- Up to 25 hours per week during camp dates (end of June through beginning of August but dates subject to change) from 8 am to 1 pm, Monday through Friday.
- Leading up to the start of camp, the Assistant Director will assist in some administrative work under the direction of the Summer Camp Director.

To Apply: Submit a cover letter and resume via email to: recreation@garwood.org

Job Responsibilities:

- Assist in managing and directing the summer camp program.
- Assist in running daily operations of the summer camp with 200 youth.
- Assist in providing direct oversight of camp staff, and counselors-in-training.
- Supervise campers and ensure their safety, development, growth, skill achievement, and general well-being.
- Maintain constant surveillance on campers and camp staff.
- Assist in organizing and planning daily activities for campers.
- Assist in preparing camp staff schedule, coordinating staff hours and responsibilities, and ensuring timely and accurate submission of camp staff time-cards.
- Assist in identifying camp and activity supply needs for the summer.
- Assist in conducting staff training leading up to camp.
- Maintain records and files including staff schedules, attendance, safety logs, incident/accident reports, and daily reports.
- Assist in planning and conducting various types of activities.
- Serve as a positive role model for campers and staff.
- Provide leadership and direction; maintains open communication with the Summer Camp Director, the Recreation Director, and camp counselors.
- Ensure all equipment is set up before the start of camp.
- Resolve grievances and maintain harmony among workers.
- Assure equipment and facilities are safely and properly prepared and maintained for use daily.
- Report unsafe equipment and facilities.
- Ensure the safety of all staff and campers by teaching and enforcing safety rules/guidelines.

- Effectively supervises, manages, and motivates all personnel encouraging that all directions be carried in a prompt, professional, and respectful manner.
- Assist with the evaluation of the program post-camp.

Knowledge / Skills / Abilities:

- Ability to plan and evaluate services for the Summer Camp Program
- Ability to take leadership role over subordinate camp staff and campers.
- Ability to cope with large groups and noise levels, monitoring both visually and audibly to ensure safety, park and camp rules, and health standards.
- Ability to follow verbal and written directions.
- Ability to communicate verbally with campers, staff, parents, vendors, and supervisors.
- Ability to be able to occasionally lift and/or move up to 50 lbs.
- Ability to work in outside weather conditions and various climates.
- Ability to problem solve.

Requirements/Qualifications and Experience:

This position requires multi-tasking of many responsibilities simultaneously, strong organizational skills, and sound judgement. Applicants must be at least 21 years of age and have one of the following qualifications:

- At least one season of experience working in an organized camp
- Nine months verified experience in youth programs
- One season of administrative experience in an organized camp and at least one year teaching experience with a teacher certification.

Other Qualifications:

- CPR and First Aid Training (offered by the Borough prior to the start of camp)
- Background check required with acceptance of employment offer