



Hyde Park Recreation

Intern Director

Supervisor: Day Camp Director

Qualifications:

- Prior experience as a Camp Counselor for at least two seasons with leadership experience.
- Experience in camping, recreation, physical education, teaching or childcare.
- Counselor-in-Training experience preferred.
- Certification in Standard First Aid and CPR.

Responsibilities:

1. Ensure safety and health of campers.
2. Maintain cleanliness and orderly work areas.
3. Assisting other staff members with planning and carrying out activities with a particular group of children.
4. Support Camp Director in planning and leading all activities.
5. Plan, supervise and implement the Summer Intern Program as stated in the 2020 Internship Program Application.
6. Use, refer to and update the Recreation Department's "Intern Training Manual" as a guide for the program.
7. Interview Interns for the program, verify references for each applicant, and maintain a folder on each Intern.
8. Conduct and oversee daily classes in training for Interns and placements in Groups.
9. Ensure that Interns attend Staff Orientation Days.
10. Keep attendance sheets on Interns to record their attendance
11. Evaluate Interns at least twice during the Intern's three week session.
12. Provide opportunities for Interns to create activities and challenges for campers and themselves a safe, fun manner.
13. Encourage Interns to give feedback on their Intern experience to ensure the future success of the program.
14. Administer first aid and CPR as necessary.
15. Attend Pre-camp Training Sessions and all staff meetings.
16. Conduct oneself in a professional manner at all times as a representative of the Town of Hyde Park Recreation Department.

Pay Rate:

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Hyde Park, NY 12538
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