

# Camp Director Tompkins County

**Department:** Various Municipalities

**Classification:** Noncompetitive when seasonal or part time per NYS CSC in 2008 based on 2007 petition. Competitive if full-time.

**Approved:** 0

**Revised:** 03/13

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered four year college or university with a bachelors degree AND at least 24 weeks of previous administrative and/or supervisory experience in camping, or equivalent experience supervising children; OR

(b) The applicant must be at least 21 years of age for a summer day camp AND at least 24 weeks of previous administrative and/or supervisory experience in camping, or equivalent experience supervising children.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENTS:**

The municipality is responsible to obtain a report from the New York State Department of Social Services, State Central Register of Abuse and Maltreatment, which indicates that the Camp Director candidate has not been the subject of an Abuse and/or Maltreatment investigation.

A Camp Director candidate must submit the New York State Health Department form entitled "Prospective Children's Camp Director Certified Statement Relative to the Conviction of a Crime or the Existence of a Pending Criminal Action." The State Health Department must make the determination that the Camp Director does not have a criminal conviction record for which there is a direct relationship between one or more of the criminal offenses and the applicant's employment as a camp director. A candidate shall not be employed as a Camp Director if such convictions would involve an unreasonable risk to the property or to the safety or welfare of camp participants or the general public.

The Minimum Qualifications and Special Requirements were taken from Chapter 1 of the New York State Sanitary Code, Subpart 7-2, Children's Camps. The Statutory authority is Public Health Law, Subsection 225.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative and supervisory position involving responsibility for planning and implementing a town or village recreation program. The Camp Director coordinates the town or village recreation program with other available community resources and programs. The work is performed under general direction with considerable leeway allowed. The Camp Director supervises all summer camp personnel. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Administers the work of the recreation department within established policy;
- Promotes the organization of recreation activities to ensure maximum efficiency and utilization;
- Recruits, selects, assigns and trains department personnel;
- Plans for the acquisition, design and construction of recreation facilities;
- Prepares, directs, controls and accounts for the fiscal operation of the departmental program;
- Evaluates the effectiveness of the department programs and services;
- Represents the department at meetings involving other departments and community organizations;
- Organizes and promotes a public relations program.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of recreation administration theory, principles, and practices;

- Working knowledge of community organization, public administration and management techniques;
- Ability to organize, develop and maintain a comprehensive recreation program;
- Ability to supervise technically trained personnel;
- Ability to communicate and cooperate with other community organizations and the public;
- Good judgement;
- The employee's physical condition shall be commensurate with the demands of the position.

Originally Created 03/06/06

C103.doc