

RESOLUTION 2016-201A

RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN, STATE OF NEW JERSEY, APPOINTING KATHY HERRING AND JANET JIMROGLOU AS SUMMER CAMP DIRECTORS FOR 2016

WHEREAS, the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey (hereinafter referred to as the “Township”) has previously appointed Kathy Herring, of Barnegat Township, New Jersey and Janet Jimroglou, of Barnegat Township, New Jersey as program and special events coordinators for the Township Recreation Department; and

WHEREAS, the Township has been pleased with the work ethic and results from each of the two (2) aforementioned employees; and

WHEREAS, the Township is advised by its Recreation Director that there is a need for the summer months (from June 27, 2016 to August 22, 2016) to appoint two (2) summer camp directors in order to provide additional benefits to the Township Recreation Department and to the residents of the Township who enjoy services provided by the Township Recreation Department; and

WHEREAS, the proposed additional duties to be assigned to the two (2) aforementioned individuals are as follows:

Summer Camp Director’s Job Description:

Camp directors work on the administrative side of day or residential recreation programs and manage the day-to-day functions of camp life. Unlike camp counselor positions, camp director jobs often entail year-round employment and are less physically demanding. These professionals often work in offices planning recreational programs rather than participating in outdoor activities. While some camp directors work the typical 40-hour work week, others may work nights, weekends or unusual hours.

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Summer Camp Director Overall Duties:

Camp directors conceptualize and implement camp curricula. They also oversee camp counselors and other employees, which may include assessing work performance and recommending and taking disciplinary measures when necessary. Camp directors will recommend hiring of staff members and develop training programs. Additionally, they develop and execute marketing plans to recruit campers.

General Responsibilities:

- Plan, direct and supervise all camp programs and staff.

Specific Responsibilities of these Summer Camp Directors

- Define camp goals and/or define and plan program to reflect camp goals.
- Prepare and conduct pre-camp and in-service staff trainings.
- Order or supervise the ordering of trips, supplies and equipment.
- Set and supervise office procedures, opening and closing-day procedures for staff and campers.
- Develop routines, schedules and procedures for camp operation.
- Assign staff activities and other responsibilities.
- Assign staff and campers to groups
- Supervise and evaluate, or supervise evaluations of, all operations and program staff.
- Maintain and review records and evaluations of all programs, operations, staff and facilities.
- Prepare an evaluation and summary of current season including inventories, staff evaluations, camper reports and recommendations for the following season.
- Define and monitor crisis management plan, including emergency procedures.
- Organize and/or approve trips for program, supplies and crisis management.
- Monitor safety and all procedures as they pertain to the complete supervision of all campers and staff.
- Help provide an atmosphere for developing good morale and well-being among the camp.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

WHEREAS, the aforementioned job responsibilities and overall duties are in addition

to the normal responsibilities of the two (2) program and special event coordinators, and therefore the Township believes it appropriate and proper that an additional stipend for the summer time activities from June 27, 2016 to August 22, 2016 be compensated by an additional stipend equal to \$100.00 per week over and above their normal pay schedule; and

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WHEREAS, the Township finds that this additional stipend for the summer weeks is appropriate and proper, and in the best interests of the Township, the Recreation Department and the citizens and children of the Township.

NOW, THEREFORE, BE IT RESOLVED, this _____ day of May, 2016, by the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey, as follows:

1. The Township hereby provides a stipend equal to \$100.00 per week over and above the normal compensation paid to Kathy Herring and Janet Jimroglou, for undertaking the additional duties and responsibilities of summer camp directors.

2. The Township authorizes and directs the Mayor, Township Clerk, and Township Administrator to execute any and all necessary documents in order to implement the intent of this resolution.

3. A certified copy of this Resolution shall be forwarded by the Township Clerk to the following:

- (a) Honorable John J. Novak, Mayor;
- (b) Martin Lisella, Township Administrator;
- (c) Jerry J. Dasti, Esquire;
- (d) Tom Lombarski, CFO, Township of Barnegat;
- (e) Jean Broadbent, Recreation Department;
- (f) Kathy Herring; and
- (g) Janet Jimroglou.

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CERTIFICATION

I certify that the foregoing Resolution was duly adopted by the Township of Barnegat at a meeting held on May _____, 2016, a quorum being present and voting in the majority.

MICHELE RIVERS, RMC, TOWNSHIP CLERK

CERTIFICATION OF AVAILABILITY OF FUNDS

I, Tom Lombarski, Chief Financial Officer for the Township of Barnegat, do hereby certify that no amount shall be chargeable or certified until such time as goods and/or services are ordered and/or rendered. Prior to incurring the liability by placing the order and/or receiving the services, the certification of available funds shall be issued and attached to the file copy of the purchase order or other such document.

TOM LOMBARSKI,
Chief Financial Officer, Barnegat Township

Prepared by:

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