

RESOLUTION 2018 - 75

RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN, STATE OF NEW JERSEY, APPOINTING COORDINATORS

WHEREAS, the Township Administrator and Committee have reviewed the work schedules, duties and responsibilities associated with maintaining the cohesiveness and continuity of Recreation Summer Camp, Meadowedge, and night and weekend activities;

And WHEREAS, as a result of such review, and in lieu of any type of additional compensation in the absence of their department head, it has been determined that a stipend is warranted for Kathleen Herring and Janet Jimroglou;

BE IT RESOLVED by the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey that the following individuals are hereby appointed for a one-year term with compensation specified as follows:

Recreation Summer Camp Coordinator
Kathleen Herring
Stipend \$3,500.00 Annually

Recreation Summer Camp Coordinator
Janet Jimroglou
Stipend \$3,500.00 Annually

CERTIFICATION

I, Michele Rivers, RMC, Municipal Clerk, of the Township of Barnegat, County of Ocean, State of New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Township Committee at their meeting held in the Municipal Complex, 900 West Bay Avenue, Barnegat, NJ on the 6th day of February 2018

Michele Rivers, RMC
Municipal Clerk

Summer Camp Coordinator Description:

Camp coordinators 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 coordinators 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 coordinators work the typical 40-hour work week, others may work nights, weekends or unusual hours.

Summer Camp Coordinators Overall Duties:

Camp coordinators 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 coordinators 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 Coordinators

- 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.