



# VILLAGE OF TARRYTOWN

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One Depot Plaza, Tarrytown, New York 10591-3605

[www.tarrytowngov.com](http://www.tarrytowngov.com)

## **Seasonal Part-Time Position Camp Director**

The Village of Tarrytown is seeking a qualified candidate to serve as the Director of the Tarrytown/Sleepy Hollow Summer Day Camp.

Duties include, but are not limited to:

- 1) Works in conjunction with Recreation Department staff to plan, implement, and execute a successful Day Camp program serving the youth of Tarrytown & Sleepy Hollow communities
- 2) Assists in evaluating applications and hiring of camp staff of approximately 60
- 3) Accurate record keeping pertaining to camper registration and medical information
- 4) Oversees day to day camp activity, including camp schedule and camper safety
- 5) Point of communication with parents/guardians of campers. Ability to professionally speak with parents/guardians, keep them informed, and address concerns
- 6) Monitoring of the Day Camp budget of \$125,000
- 7) Involved in planning camp entertainment, camp trips, and camp swim program
- 8) Assists in preparation and submission of all paperwork to Westchester County Health Department for camp certification
- 9) Assists in preparation and submission of all paperwork regarding camp grants

Applicant must have previous experience operating a day camp or similar program and shall include in their cover letter their past experience and how that experience qualifies them to serve as Director.

Director commences work on a part-time basis in preparation for the Day Camp in March and works full-time from approximately June 19 through August 11. Salary range from \$25/hr to \$30/hr commensurate with experience. Resume and cover letter to Dan Walczewski, Superintendent, Tarrytown Recreation Department, 238 W Main St, Tarrytown, NY 10591 or by email to [dwalczewski@tarrytownny.gov](mailto:dwalczewski@tarrytownny.gov) by February 10, 2023.

The Village of Tarrytown is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, gender identification, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Village shall be afforded equal employment opportunity in initial employment and consideration for advancement.