

**EMPLOYMENT OPPORTUNITY**  
**Carrabassett Valley**  
**Recreation Department**

**Outdoor Adventure Camp**  
**Day Camp Program Director**

Oversees program development, program promotion & enrollment, manages ongoing camp operations & provides leadership & staff development to program team members & helpers.  
Works directly with the Recreation Director & Samantha Wright Pool Staff

**Scope of Responsibilities:**

- Directs the development & operations of assigned program areas. Ensures high quality programs through innovative program development, evaluations & ongoing staff training.
- Develops, produces & distributes program information necessary to promote assigned programs, in accordance with marketing plans.
- Develops and manages program budgets
- Hires, trains, motivate & supervise an outstanding team of staff & volunteers; mentors & develops team members.
- Ensures upkeep of related facilities & equipment.
- Provides leadership & support for the working team
- Develops & maintains effective working relationships within the community.
- Ensures that safety procedures are followed & that all programs are in compliance with The policies & procedures sanctioned by the Town of Carrabassett Valley Recreation Department
- Provides data & reports as required for assigned programs.
- Supports the mission of the Town of Carrabassett Valley Recreation Department

***Inquiries & résumés may be sent to  
dbowker3@roadrunner.com***

**Closing date: October 11, 2019**