

City of Bristol Recreation Division

ASSISTANT CAMP DIRECTOR JOB DESCRIPTION

Job Description: Assists the Camp Director in operations of assigned summer camp including staff and camper supervision, evaluation and training. Maintains safety standards and practices at all times. Follows and enforces city and department policies. Ensures quality customer service to all program participants.

General Duties:

- Supervises Recreation Leaders, and Paraprofessionals
- Ensure quality customer service through positive interactions with campers, staff, guardians, and the public
- Maintains highest level of safety and risk management at all times
- Responds appropriately to all emergencies and reports all incidents to the Camp Director and Recreation Supervisor
- Assists with evaluating camp staff both orally and written throughout the season
- Maintain records, reports, and information regarding the camp attendance/rosters, staff timesheets/hours worked, daily equipment and facility checks, disciplinary reports, accident reports, pick up/drop off and other reports as assigned
- Assists the Recreation Supervisor with summer orientation and other trainings as needed
- Other duties as assigned

Qualifications:

- American Red Cross CPR & First Aid, CDC Heads-Up Certification, and Medical Administration Certification
- Experience working with children
- Experience supervising employees in a camp setting desired

Immediate Supervisor: Recreation Supervisor and Camp Director