



## **JOB ANNOUNCEMENT**

# **ASSISTANT CAMP DIRECTOR**

## **SEASONAL POSITION**

### **PARKS, RECREATION, YOUTH & COMMUNITY SERVICES**

**SUMMARY:** Responsible for assisting Camp Director with operations of all aspects of assigned Summer Camp, including camper and staff 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 and individuals associated with programs.

**GENERAL DUTIES:** Will be responsible, in partnership with other staff, for cultivating and maintaining a supporting and stimulating summer camp experience. Fulfills required administrative work and maintains all paperwork and training materials required for the camp. Must possess the ability to work with students of diverse backgrounds and abilities. Provides supervision of all Recreation Leaders and Paraprofessionals and offer guidance and support in the facilitation of activities, social-emotional learning, and behavior management. Implements the camp schedule by guiding staff in the delivery of daily activities. Helps maintain successful camp operations under the direction of the Camp Director. Must be comfortable building relationships with school administrators, community members, and families to best support the needs of the program participants.

**QUALIFICATIONS:** Must be at least 18 years of age. Requires the ability to successfully complete or hold American Red Cross CPR/First Aid Certification and Medication and Epi-Pen Administration Certification (training provided). Must have experience working with children. Must have the ability to work with groups of various ages, gender, race, ethnicity, and socio-economic backgrounds. Preferred experience supervising employees in a camp setting and in planning or implementing camp programs.

**LICENSE OR CERTIFICATE:** Requires valid driver's license, good driving record, and provide own transportation.

**WORK SCHEDULE & CLASSIFICATION:** The Assistant Camp Director position will occur between June – August. Typically, 35-40 hours a week will be available, and work is generally conducted between 7:00 a.m. to 6:00 p.m. A minimum commitment of 37.50 hours weekly is required. This position is non-benefitted.

**WAGES:** \$21.59/hour

**>> APPLY <<**

**EQUAL OPPORTUNITY EMPLOYER**