

DAY CAMP ASSISTANT DIRECTOR
(Various locations throughout Jefferson County)

APPLICATIONS WILL BE ACCEPTED FROM 3/2/16-3/16/16

Wage: \$9.75-\$11.00 per hour (no benefits; 40 hours per week; Monday – Friday; Hours and location vary between 7 a.m. – 6 p.m.)

Hourly rate will be determined by qualifications and years of experience.

(Jefferson County Parks & Recreation operates summer camps from mid- June 16 thru August 12th, staff must be able to commit to at least all but 1 week of camp, as well as available to attend mandatory trainings in June if you are applying for this position.)

CAMP DESCRIPTION:

Our day camp is a full day camp over the summer developed for children 5-13 years old. This position will assist the Day Camp Director with camp program planning and implementation and operation, and will assume the Director's duties in that person's absence. Direction may be given to Counselors, Aides and leaders-in-training.

EXAMPLES OF WORK:

- Supervise and lead education and recreational camp activities, including small groups (12-15 children) and large groups, as well as all-camp activities
- Supervise and lead special events and field trips
- Greet parents and children
- Supervise the safety of campers
- Clean-up and close the camp daily
- Participate in all activities (e.g. field trips, hikes, singing, lunch-time, free play, etc.)
- Prepare and maintain records and reports
- Perform other related duties as required

QUALIFICATIONS AND REQUIREMENTS:

- Must be **18 years of age or older** and a minimum of 6 months (2 summer seasons) experience working with children
- Must have a high school degree (or equivalent) and work related experience or education
- Strong and effective spoken and written (English) communication skills
- Ability to develop and maintain effective working relationships with co-workers, children and their family members, and the general public
- Physical requirements include the ability to move/travel over camp-related terrain in indoor and outdoor areas
- CPR and First Aid Certified, trainings will be available
- Must be able to lead counselors in daily activities/operations
- Must be dedicated to camp and willing to organize games/daily activities for the campers
- Must be a positive role model for campers and employees
- Must come to work with a positive attitude and on time
- Must be able to communicate with parents, office and counselors
- Must provide a SAFE & FUN environment

SPECIAL REQUIREMENTS:

- Current certification in First Aid and CPR
- Ability to provide own transportation to assigned camp and other sessions/meetings as needed
- A pre-employment background investigation
- Preference may be given to candidates that have a degree in a related field
- Preference may be given to candidates that have more than 6 months of experience working with children
- Preference may be given to candidates who are able to interpret via sign language