



SUMMER CAMP ASSISTANT
Part-Time, Seasonal
15-20 hours per week
\$13.20-\$16.24 per hour
(hourly rate is commensurate with experience)
Location: Various

JOB DESCRIPTION:

Supervision comes from the Recreation Coordinator. This position does not supervise staff.

EXAMPLES OF WORK:

- Setup and cleanup of AM and/or PM half day camps.
- Ensure the safety of all supplies and equipment for camp use.
- Assist with distribution of camp related documents, camp supplies and equipment during the camp day.
- Assist with supply purchases and material requests.
- Assist with camper shuttling (as needed, for campers attending both full day and half day camps the same week).
- Photograph camps during shift.
- Assist with Lunch Bunch program each day.
- Transport documents, camp supplies and equipment to off-site camp locations when needed.
- Keep camp supplies and storage organized.
- Perform other related duties as required.

QUALIFICATIONS AND REQUIREMENTS:

- Must be **18 years of age or older** and have a minimum of 3 months of camp counselor experience OR have more than 1.5 years' experience working with children in some capacity.
- Should at least be a graduating senior in high school OR have graduated high school or have a GED equivalent.
- 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 public.
- Physical requirements include the ability to move/travel over camp-related terrain in indoor and outdoor areas
- CPR and First Aid certified; training will be available.
- Must be able and willing to fill in as a camp counselor if needed.
- Must have a positive mindset and be a self-starter.
- Must come to work on time.
- Must be able to communicate with parents, office staff, counselors and campers.

SPECIAL REQUIREMENTS / EXPECTATIONS:

- 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 more than 1 year of experience working with children.
- Must be able to present valid automobile insurance coverage and a clean driving record.
- Employees must be able to commit to all but 1 week of day camp.
- Employees must find their own sub for shifts if they are not able to give at least 1 weeks' notice. Short notice on missing a shift will not be approved.