



**DAY CAMP ASSISTANT DIRECTOR**  
*Part-Time, Seasonal*  
*30-40 hours per week*  
*\$14.52-\$17.87 per hour*  
*(hourly rate is commensurate with experience)*  
*Location: Various*

**JOB DESCRIPTION:**

Our day camp is a full-day camp, during the summer for children 6-13 years old. This position will assist with the development and oversight of day camp program planning, implementation and operation. Direction may be given to Day Camp Counselors, Recreation Program Aides, and Counselors in Training (CIT's). Assistant Director will assume supervision responsibilities in the absence of the day camp director.

**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, lunchtime, 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 3 months (1 summer season) 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 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 / 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 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
- 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.