

**Job Title:**  **Day Camp Assistant Director**

**Salary:**  **$14.52/hourly**

**Location:**  **Various**

**Reports To:**  **Recreation Coordinator**

**Employment Status:**  **Seasonal, up to 40 hours/week**

**FLSA Classification :**  **Non-Exempt**

**Job Summary:**

The ***seasonal Day Camp Assistant Director*** 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.

**Supervisory Responsibilities:**

* This position may supervise the Camp Counselor position in the absence of the Day Camp Director.

**Duties / Responsibilities:**

* 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.

**Required Knowledge / Skills / Abilities:**

* Skill in customer service-related communication skills.
* Skill in communicating with supervisors.
* Ability to earn and maintain First Aid & CPR certification.
* Ability to deal professionally with park and facility guests.
* Ability to work independently and with a team.
* Ability to work schedule during camp operation hours.
* Ability to be punctual and capable of working independently.

**Education, Experience and Qualifications:**

* A high school degree or GED is required. Or at least 6 months (2 summers) in recreational programs, childcare or work with children in some capacity, or equivalent combination of education and experience is preferred.
* Must be able to pass a background check.
* Preference may be given to those with CPR & First Aid certification.

**Physical Requirements:**

* The work environment involves both community center & outdoor park setting. Exposure to extreme heat, cold and inclement weather conditions can be expected.
* There will be periods of time standing, walking, lifting, and outside time to support camp responsibilities.
* Some lifting, carrying, pushing, and / or pulling may be required. Must be able to lift up to 50lbs.
* Parks & Recreation is a smoke-free facility; therefor smoking and vaping on all company premises is prohibited.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

By signing below, I acknowledge that I understand the requirements, essential functions and duties of the position as outlined above.

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Staff Member Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_