



## **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 staff and camper 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 while fulfilling required administrative work, maintaining all paperwork and training materials required for the camp. Must possess the ability to work with students of diverse backgrounds and abilities and will provide supervision of all counselors, offer guidance and support in the facilitation of activities and social and emotional learning and behavior management. This individual must be comfortable building relationships with school administrators, community members, and parents 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 have the American Red Cross CPR/First Aid Certification (training provided). Must have experience working with children. Preferred supervising employees in a camp setting. Must have the ability to work with groups of various ages, gender, race, ethnicity and socio-economic background.

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

**WORK SCHEDULE & CLASSIFICATION:** The Director position will occur between June – August. Typically 40 hours a week will be available, and work is generally conducted between 7:00 a.m. to 5:00 p.m. A minimum commitment of 37.50 hours weekly is required. This position is non-benefitted.

**WAGES:** \$19.34/hour

**EQUAL OPPORTUNITY EMPLOYER**