



Summer Camp Assistant Director Job Description

Hours: 40 hours per week, Monday- Friday, June- August

Status: Seasonal

Reports to: Summer Camp Director

Pay Rate: \$18.00 - \$20.00 per hour

Revised: 1/2024

General Summary:

The Assistant Camp Director is responsible for assisting the Camp Director with the day-to-day operation of the summer camp program. Successful Assistant Directors exhibit characteristics of responsibility, dependability, leadership, patience, punctuality, hard work, sense of humor, self-control, integrity, common sense, good judgment and a positive enthusiastic attitude. The Assistant Director is responsible for ensuring the care and safety of participants (aged 5 – 14), and staff in the summer camp program. The Assistant Director also provides guidance and support to the staff members they supervise to ensure that their activity planning, implementation and supervision is consistently meeting and exceeding expectations.

Essential Functions:

- Serve the campers and staff as a positive role model.
- Ensure appropriate weekly activity plans and schedules have been designed and approved.
- Provide supply request forms to the Camp Director.
- Oversight of daily operations in the absence of the Director.
- Meet the emotional, social, physical and cognitive needs of each child.
- Maintain a safe and healthy environment.
- Manage both camper and staff behavioral issues.
- Maintain open communication and communicate clearly, both orally and in writing, with a variety of stakeholders including children, parents, staff and supervisors.
- Report any suspected abuse to supervisor in compliance with mandated reporting requirements.
- Maintain confidentiality.
- Write reports and maintain documentation.
- Assist with the maintenance of records such as attendance, schedule and time sheets.
- Operate city vehicles to transport staff and supplies to and from field trips.
- Maintain cleanliness of all facilities that the program uses for its operation.
- Perform duties in a variety of settings including, but not limited to, offices, classrooms, indoor gymnasiums, outdoor fields, waterfront, and field trips to different locations.
- Perform other related duties as required, directed, or as a situation dictates.
- Regular attendance on scheduled work days is required.
- Attend scheduled pre-camp and in-service staff meetings and trainings.

Desired Qualifications:

- Must be at least 18 years old
- Experience working in an after school, camp, recreation or school setting.
- Experience providing supervision and guidance to members of staff.
- Experience working with children ages 5-14.
- Experience scheduling and planning activities for children.
- Experience addressing camper behavioral issues with children, parents and staff.
- CPR/ First Aid certified preferred
- Demonstrate creativity, ability to motivate children, positive attitude
- Excellent role model
- Good communicator
- Ability to work in a fast-paced environment
- Ability to follow directions and finish tasks as assigned
- Ability to safely operate Recreation Department vehicles.
- Flexible and a team player
- Driver's license with a clean driving record

Knowledge of:

- Basic principles and practices of community recreation.
- Modern office procedures, methods, and computer equipment.
- Principles and procedure of confidential record keeping.
- Trends in program and staff development.
- Effective customer service practices.
- A variety of games, sports, activities, riddles, songs, and arts & crafts that children will enjoy participating in.
- Positive behavior management techniques.
- Water safety

Ability to:

- Build positive and respectful relationships with children.
- Plan, coordinate, direct and implement programming, for both individuals and groups, in accordance with curriculum objectives and program philosophy.
- Effectively handle an environment which involves sensitive situations with participants, families, staff and volunteers.
- Maintain a professional level of confidentiality with the population being served.
- Meet the emotional, social, physical and cognitive needs of each child.
- Maintain a safe and healthy environment.
- Report any suspect abuse to supervisor.
- Utilize personal computers, tablets and mobile phones to manage databases, software and complete word processing.
- Use independent judgement and personal initiative in the performance of duties and in the absence of supervision.
- Work cooperatively and collaboratively as part of a team.
- Communicate clearly, both orally and in writing, and maintain effective relationships.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee may also be asked to engage in physical activities that relate to the programs within reason, such as sports and modified games, long walks on trips, etc.

The employee may occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

If unable to work the hours scheduled, the employee is required to contact their supervisor via phone and not email, making every effort to speak in person, with a valid reason, so as coverage can be found.