

POSITION TITLE: PARKS AND RECREATION ASSISTANT CAMP DIRECTOR

POSITION SUMMARY

- The purpose of this position is to assist the Camp Director with the preparation of and duration of the Summer Recreation Program.

REPORTING RELATIONSHIPS

- The Assistant Camp Director will report indirectly to the Camp Director and directly to the Parks & Recreation Director.

DUTIES AND RESPONSIBILITIES

- To assist with the interviewing and hiring of camp counselors and volunteer counselors-in-training.
- To participate in the orientation of camp counselors and volunteer counselors-in-training.
- To supervise and monitor the performance of and provide guidance and assistance to camp staff on a daily basis.
- To adjust and advise the camp staff regarding their performance when necessary.
- To make sure camp staff understand what is required in the performance of their job.
- To complete an evaluation for each camp counselor and volunteer counselor-in-training and discuss it with them during the program.
- To organize arts and crafts activities suitable for program participants.
- To participate as camp staff for coverage, if necessary.
- To assist with the organizing and implementation of the program picnic.
- To help with the scheduling, organizing, and implementation of the special days, such as carnival, amazing race, relay day, talent show, feely bag, etc.

JOB REQUIREMENTS

- Must possess and maintain a valid PA Motor Vehicle Operator's License.
- Recommended minimum age of 20 years old.
- Prefer two years' experience in supervision of youth recreational programs, preferably in a non-profit or membership-based agency; or equivalent combinations of education and experience.
- High School Diploma.
- Must pass safety clearances for working with children.
- Current CPR/First Aid certification or must be able to attend and complete CPR/First Aid Training and certification by the camp's first day.

WORKING CONDITIONS

Environment:

- Work is performed outside in a park setting.

PHYSICAL REQUIREMENTS

- Must be able to work in an outside environment, where you have the ability to walk/hike daily, at various grades, elevations, and on uneven terrain.
- Must be able to have the capability of lifting 40-50 pounds and carry and load luggage, tables, chairs, and other program equipment.

THIS POSITION IS A SEASONAL, HOURLY PART-TIME POSITION

- Camp runs for 7 weeks
- Camp is half day 9:00 AM-12:00 Noon, Monday-Friday