

## **Assistant Summer Camp Director – Leisure Services**

### **Job Description**

This position is responsible for the care, safety, protection and supervision of the camp environments, staff and participants. He/she is responsible for communicating with parents, guardians and other camp staff during and after camp hours of operation. The planning, preparation and organization of daily activities and site (set-up / clean-up) as well as all administrative duties of camp is a requirement of the assistant Camp Director in conjunction with the Camp Director.

Duties and Responsibilities include:

- Knowledge of camp policies, rules, guidelines as well as general practices and procedures followed in the Leisure Services Department.
- Supervises and makes recommendations to the Camp Director regarding camp staff advancement or disciplinary action.
- Works closely, cooperatively and amicably with all staff members.
- Handles questions, problems, and concerns of parents/guardians before and during camp.
- Observes the peer culture to see if there are any problems and implements solutions as necessary.
- Monitors and ensures appropriate participant behavior and adherence to camp rules and regulations.
- Handles emergency situations in conjunction with the Camp Director and ensures that they are reported to the Director of Leisure Services.
- Assesses the overall program to see if there are any changes that need to be made for optimum functioning. Makes recommendations to the Camp Director when necessary.
- Completes all documents (fingerprinting, background clearances, certifications, etc.) as required by the Department of Leisure Services
- Seeks advice and/ or assistance from the Camp Director or full-time Leisure Services personnel when needed.
- Assigns games and activities to camp staff.
- Checks ID at sign-in/sign-out.
- Ensures camp is leaving and returning on-time for field trips.
- Filling out all injury and accident reports for every incident in a timely manner.
- Taking care of all injuries including first aid.
- Distribute medication to participant and complete medication log accordingly.
- Pool/Sunscreen checks completed and logged. Pool checks are done every 10 minutes and sunscreen checks every hour.
- Make sure parents sign incident report forms each day.
- Greet parents at check-in/out during the morning and afternoon. Answer any questions parents may have during this time.
- Manages angry parents and answers all questions under the guidance of the Camp Director.

Qualifications: Must be at least 21 years of age, have worked in a camp or daycare setting for a minimum of two summers , and have at least 60 credit hours of college courses at an accredited college or university. First Aid & CPR certification is required prior to the first day of camp. The ideal candidate will have experience in planning programs, the ability to work collaboratively with others, possess excellent leadership, management and organizational skills. The Assistant Camp Director must be patient, enthusiastic, self-controlled and dependable.

While performing the duties of this job, the employee will frequently need to walk, stand, sit, talk and hear. The employee is occasionally required to operate objects or tools, and reach with arms and hands. At times, the employee may need to climb, balance, stoop or kneel. The job requires frequent light lifting (5-10 lbs.) and infrequent heavy lifting of up to 50lbs. The employee may be asked to operate a motorized vehicle. The employee will work in the field and be exposed to all types of weather conditions.

**Starting Wage: \$14-\$15 per hour, DOQ**

**Application Deadline: Open Until Filled**

**First Interviews: Week of March 7<sup>th</sup>**

Applications and resumes are accepted online only at: [chesterfieldtwp.org](http://chesterfieldtwp.org). Proceed to the "Services" tab and click "Career Opportunities".

These are part-time, seasonal positions (not permanent). Applicants should be 18 years of age, possess a valid Michigan Driver's License and have dependable transportation. The applicant must have the ability to pass a background check and employment physical. This person must be willing to work alone and available to work afternoon, evening and weekend shifts. The applicant should have excellent communication skills, and be able to follow written and oral instructions. This candidate will have the ability to establish and maintain effective working relationships with co-workers, the public and department personnel. Knowledge of equipment used in recreation programming and access to mobile communication is necessary. Employee is required to attend all trainings as specified. A requirement of this position is working seasonal special events as needed. Access to mobile communications is required. This position reports to Amanda Bowers, Director of Leisure Services. Questions regarding the position can be addressed by calling 586-949-0400 ext. 4 or emailing [abowers@chesterfieldtwp.org](mailto:abowers@chesterfieldtwp.org).