



**ASSISTANT SUMMER CAMP DIRECTOR
JOB DESCRIPTION**

JOB TITLE: Assistant Summer Camp Director	CLASSIFICATION:	IMMEDIATE SUPERVISOR: Summer Camp Director/Program Supervisors
PAY GRADE: 304	DEPT: 7220 Recreation	STATUS: FT <u>PT</u> <u>TEMP</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Assist Summer Camp Director in the organization, planning, and supervision of the summer camp program and activities.

SUPERVISION EXERCISED: Summer Camp Counselors, third party providers, campers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in the organization of summer camp programs
- Meets with camp counselors for pre-staff training and daily meetings to go over agenda and schedule of summer camp activities and staff.
- Assists in the negotiation of group rates at various outside vendor locations/activities.
- Handles administrative paperwork such as daily scheduling, waiver forms, attendance sheets, records, etc.
- Reports all accidents and fills out appropriate information capturing witness information and photos of incident.
- Performs the function of the Camp Director in the absence of the Camp Director.
- Monitors camper's actions and activities to ensure there are no safety issues, respectful interaction between and amongst campers and co-workers, parents and users of the recreation center.
- Ensures equipment is safe and in good condition. Reports any equipment that is in need of repair or is unsafe.
- Address chronic misconduct in a professional matter, reporting all issues to Camp Assistant Director and Camp Director.
- Professional and courteous interaction with campers and parents.
- Assist with minor first aid issues, such as ice packs, band aids, scratches, etc.
- Assist campers with resolving any issues arising during play time.
- Assist campers to ensure campers have their belongings and are properly returned to their guardians.
- Ensure headcount is taken on every field trip before and after arrival/departure.
- Complies with all established Parks and Recreation Policies and Procedures

OTHER DUTIES:

- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Must be at least 18 years of age with a high school diploma or GED
- Prefer BS Degree in Education or Leisure Services
- At least two (2) years of previous camp counselor experience or equivalent.
- Prefer to have Florida State Department of Health Forty (40) Hour Childcare Certification.
- Any related combination of education and experience.

Knowledge, Skills and Abilities:

- Present a positive image and role model to campers by being punctual, respectful, teaching sportsmanship, positive attitude, etc.
- Ability to participate in a team approach to management; ability to follow directives and professional protocol
- Some knowledge of the basic principles and practices of recreation or a related field.
- Ability to recognize safety hazards, and when found ability to reduce such hazards.
- Ability to take responsibility for a wide variety of tasks; ability to organize projects and meet deadlines.
- Ability to supervise others in a responsible and effective manner.
- Ability to effectively communicate orally and in writing.
- Ability to make decisions.
- Ability to maintain effective working relationships with other employees, and the general public.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license. No more than 2 moving violations within the last 12 months; no more than 6 violation points on your license within the last 24 months.
- Prefer possession of a valid CPR/First Aid Certification prior to the date of hire and must maintenance of the certification throughout the summer while employed
- Knowledge of Basic First Aid for minor cuts, burns, etc.

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 stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to climb, walk up and down staircases, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 30-50 pounds. Objects to be moved may include tables, chairs, podiums, benches, and other equipment. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

TOOLS & EQUIPMENT USED:

Custodial and general facilities maintenance materials and equipment, motor vehicle, telephone, computer, other items commonly used in the department programs, activities and events.

ENVIRONMENTAL CONDITIONS:

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.

While performing the duties of this job, the employee frequently works in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, such as cleaning chemicals. The noise level in the work environment is moderately noisy to loud occasionally for certain programs, activities and events.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview, level II background check, DMV check and reference check; job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

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.

JOB HISTORY:

Created: 10-21-08

Updated: 5-13-14