

Parks and Recreation Summer Fun Camp Assistant Director

SUMMARY This is a 6–8-week seasonal position within the Recreation Division of the department. The schedule is a 25-30-hour work week. Summer Fun Camp assistant director will assist the Director in overseeing most aspects of staffing, programming, and camper relations for our summer camp season. Duties include field trip organization, site and resource organization and program management. Responsibilities include assisting in managing camper information and groupings, maintaining fiscal records, and working within a budget, maintaining camp resources and supplies, and interacting with parents, campers, staff and administration as needed. The assistant director is accountable for stepping in for the Director as needed ensuring to follow all safety management in accordance with all Town of Winslow policies and procedures.

SUPERVISION RECEIVED Direct supervision is received from the Summer Fun Camp Director and the Parks and Recreation Director. Considerable independent judgment is exercised while supervising the campers and councilors.

COMPETENCIES Team Player Safety-Conscious Dependable Task-Oriented

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop and coordinate camp programs and activities for a safe, engaging, high quality summer program
- Provide organizational and programmatic support as necessary
- Maintain fiscal records for summer camp program, including summer budget and fundraising efforts
- Oversee the follow-through of any correspondence necessary related to camp functions and activities. i.e., summer staff contracts, permits, etc.
- Oversee designation of camper placement within groups
- Address crisis management, discipline and troubleshooting issues related to campers and/or staff.
- Assist in determining supply and equipment needs and in ordering/purchasing
- Support and supervise instructors in organizing, implementing, decision-making and troubleshooting
- Maintain a positive team atmosphere that includes campers, families, camp based and office-based staff, and volunteers
- Assist in the evaluation of the camp itself, as well as the camping experience for youth participants.
- Manage all field trips including money, transportation, and communication with families.

MANDATORY MINIMUM QUALIFICATIONS

- At least 21 years old
- Preferred to have administrative or supervisory experience
- Preferred Experience teaching students of all ages in a variety of settings
- Works well with minimal supervision, and asks for assistance when needed
- Required certifications include responding to Emergencies First Aid and CPR for the

- Preferred prior camp experience, background in outdoor skills and/or natural history, experience managing a staff of up to 60 individuals, flexibility, and a playful team spirit.
- Manages conflict situations appropriately
- Excellent social, communication, writing and computer skills
- Ability to pass all necessary background checks

Required Knowledge, Skills and Abilities

- Enthusiastic and positive attitude.
- Excellent communication skills.
- Ability to learn and enforce the camp's safety and operating rules.
- Ability to lead staff meetings and orientation during the summer season.

PHYSICAL DEMANDS

- Able to participate in games, sports, and physical activities including water-based games and activities.
- Able to maintain attention and high level of energy or excitement for extended periods of time.
- Must be able to spend majority the of time outdoors and tolerate a variety of weather conditions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and functions of this job. While performing the duties of this position, the employee is required to sit, stand, talk and hear, walk various sites including rough and uneven surfaces, work outside, and work in inclement and severe weather. The employee works in a variety of settings and is around children of all ages. The noise level in the work environment can be extremely high when parks' equipment is being used. Additional occupational risks may be present as related to exposure to chemicals from supplies.

SELECTION GUIDELINES

Employment application is required for all external applicants. Candidates will be interviewed as applicable, subject to a reference checking process and ranked according to education, experience, job knowledge, and skills as related to the position.

EQUAL OPPORTUNITY EMPLOYER

The Town of Winslow is strongly committed to diversity in its work force. We are an equal employment opportunity employer. All qualified applicants will be considered regardless of ethnicity, nationality, gender, veteran or disability status, religion, age, gender orientation or other protected status.

APPLICATION PROCESS

To be considered for the position, you must submit a completed employment application. You can email amccaslin@winslow-me.gov or pick up an application at the rec center located at 114 Benton Ave Winslow ME 04901. If you have questions about the position, please contact Amanda McCaslin, Parks and Recreation Director, at amccaslin@winslow-me.gov or by calling (207)872-2776 option 7

I Have reviewed and understand this job description:

Signature

Date

Parks Director Signtrure