

ASSISTANT SUMMER CAMP DIRECTOR
RANDOLPH PARK
Pulaski County

Department: Parks and Recreation

Reports to: Program and Activities Manager, Summer Camp Director

Supervision Exercised: Supervision of camp counselors and ancillary staff, Supervision of campers

Supervision Received: Work is performed under regular supervision.

Classification (FLSA): Non-Exempt, Part-Time Seasonal – Up to Forty (40) hours/week during the summer season of May through early August.

ESSENTIAL FUNCTIONS: The Assistant Summer Camp Director works under the direction of the Summer Camp Director and is responsible for the coordination and delegated management of the Summer Camp Program at Randolph Park. Employee will assist in the day-to-day operation and safety of campers, staff, and patrons while also assisting in camp counselor duties. Employee shares responsibility for ensuring compliance with park rules and regulations by parents, campers, and staff as well as maintaining programming. Employee shares responsibility for the safety and security of the entire camp, employees, and campers. Employee must exercise tact and courtesy in frequent contact with the general public.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check.

RESPONSIBILITIES:

- Daily operational oversight of summer camp staff and campers
- Oversight of camp programming
- Advising Manager of operations including recommendations for future operations
- Work with campers and staff to provide a fun, safe, and exciting camp experience
- Observes the operation of camp, monitors the performance of staff and child care safety guidelines and ensures observance of all safety regulations
- Implements training programs and handbooks alongside Program and Activities Manager
- Plan daily, weekly, and monthly camp schedule and activities
- Schedule off site field trips and transportation for campers
- Responds to citizen complaints or inquiries regarding camp operation or programs

- Assists in the hiring, training and evaluation of camp program personnel
- Greets families and campers upon arrival and orientate them to camp
- Reviews and prepares records and reports on camp operation and program activities
- Performs other related duties as required
- Must be available and willing to work evenings and holidays throughout the summer

KNOWLEDGE SKILLS AND ABILITIES:

- Ability to work cordially and professionally with staff members and the general public
- Ability to lead a team
- Ability to help children and staff grow in character, experiences and insights
- Ability to guard the health and well-being of campers and staff at all times
- Ability to make decisions and adjust plans in real-time
- Prior experience working with children in a leadership position
- Effective communication skills and public speaking ability
- Ability to be professional, alert, courteous, and tactful with others
- Ability to follow directions, arrive to work on time, and perform duties in specified time frame
- Ability to supervise and manage individuals in large settings
- Enthusiastic, responsible, dependable, consistent, level-headed, flexible, and calm in all situations.

ADA REQUIREMENTS: Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. The position also requires constant use of the visual and auditory senses.

EDUCATION AND EXPERIENCE:

- Must be 18 years of age or older
- High School Graduate
- Bachelor or Associates Degree preferred, or actively enrolled in higher education
- Teacher licensure and/or certificate in progress, or obtained, is preferred
- Must be or become certified in First Aid and CPR (Provided by employer upon hire)
- Lifeguard certification required (Provided by employer upon hire)

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Employee: _____

Date: _____