

Day Camp Assistant Director

COMPENSATION: \$20/hr (40 hrs/wk)

PERIOD: JUNE TO END OF AUGUST

HOURS: 9:15 AM – 5:15 PM

REPORTS TO: CAMP DIRECTOR

Day Camp Assistant Director Summary

As Assistant Camp Director, you will be responsible for assisting the Director of FAST Summer Camp program throughout the summer. Key responsibilities include day-to-day logistics and operations of FAST Summer camp programs, parent communication, creating a safe and welcoming environment, solving all parent, youth and staff issues or challenges, facilitating camp activities, and planning and executing a daily schedule.

Camp Director Qualities

- Ability to work with children ages 4 to 16
- Knowledge of camp program and planning
- Ability to always promote safety and well-being of campers
- Prior experience working with children in a leadership position
- Enthusiastic, Responsible, Dependable, Level-Headed, Flexible, and Calm in all situations
- CPR/First Aid Certified OR willing to become certified before the summer begins

Duties and Responsibilities

- Maintain a camp culture that focuses on offering all campers, staff, and visitors a welcoming, safe, encouraging environment
- Oversee the daily operation of the summer camp including camper and staff supervision, and health care
- Must be a mandated reporter and report all reportable issues to the DCF. Set an example for a high standard of care for the children and customer service for their parents. Manage any issues that may arise including, but not limited to, camper behavior issues, parent complaints, etc.
- Work with youth and parents to ensure a safe and welcoming environment for all
- Supervise seasonal staff and set clear expectations for staff and create a positive, team oriented environment
- Create, manage, and maintain communications with parents, campers, staff, and volunteers.
- Ensure that all records, materials, and equipment are accounted for and securely stored at the end of the season

- Work with group of campers and provide a fun, safe and exciting camp experience
- Greet families and campers upon arrival and orientate them to camp
- Establish emergency rules and safety procedures with campers and staff
- Manage parent expectations by knowing your campers and conversing with parents at pick-up and drop-off times
- Plan and execute daily camp schedule and activities
- Help shop for camp supplies, staying within supply budget provided by Plainville Recreation
- Check in with the Camp Manager to update them on your camp and any issues you may be encountering
- Work with Camp Manager to ensure camp meets parent and camper needs

Qualifications

- Must be 21 years of age
- Current CPR and First Aid certifications
- Valid driver's license
- Excellent communication skills – verbal and written
- Ability to take initiative, be highly organized, effectively communicate, and manage groups
- Must be computer literate, creative, a team player and able to multitask
- Must have the ability to function effectively in the context of a team setting

Physical Requirements

- Some lifting and carrying required of objects up to 50 lbs
- Regular standing and/or walking, along with the need to bend, reach and kneel