

Town of Wolfeboro, NH

POSITION: Summer Day Camp Assistant Director

DEPARTMENT: Parks & Recreation

GENERAL SUMMARY

Under general administrative direction of the Day Camp Director, the Assistant Day Camp Director help with the planning, organization and implementation of camp activities for a seven week Day Camp for children ages 6-12 years old. They will supervise, monitor and participate in all activities including field trips, arts and crafts, sports and games.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise and provide direction and assignments to Camp Counselors at assigned site
- Supervise day-to-day operation of assigned site.
- Supervise all aspects of the campers' day.
- Support the Director in planning and leading daily activities for the participants (ages 6-12) enrolled in the program.
- Serve as main staff contact for parents if the Director is not available.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- High School graduate or at least 18 years of age preferred..
- At least 3 years of experience in the Day Camp/ Summer Camp/ Outdoor Education Fields.

Knowledge, Skills and Abilities

- Desire and ability to work with children outdoors.
- Ability to supervise and relate to one's peer group.
- Ability to accept supervision and guidance.
- Ability to assist in teaching activities.
- Good character, integrity and adaptability.
- Enthusiasm, sense of humor, patience and self-control.
- CPR/First Aid Certification (provided during Counselor Training).

SUPERVISION EXERCISED

Assist the director in supervising seasonal and volunteer personnel. Carries out all supervisory functions in accordance with the organization's rules, policies and applicable laws. Responsibilities include training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

TOOLS AND EQUIPMENT USED

Computers, software, related peripherals; Town Vehicles, two-way radios, sports equipment, maintenance equipment, first aid equipment and other materials required to perform an activity.

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; use hands to finger, handle, or feel; reach with hands and arms; and talk, see or hear. The employee must regularly stoop, bend, crouch or crawl; climb several flights of stairs, lift and/or move up to 50 pounds.

Interested applicants should fill out an application and send resume to parksdirector@wolfeboronh.us or call 603-569-5639.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Approved By: _____

Date: _____