



Town of Colchester Job Description

Summer Camp Assistant Director

GENERAL STATEMENT OF DUTIES

Responsible for assisting in the planning, organizing, directing, and implementing recreational programs at the Day Camp. Maintain a safe and fun recreational environment for all participants.

WORK SCHEDULE/ RATE OF PAY

Maximum of 40 hours per week.
Starting Pay: \$12- \$15.00/hr

SUPERVISOR

Works under the direct supervision of the Day Camp Director, Recreation Manager and the Recreation Supervisor. Reports regularly to the Recreation Supervisor.

ESSENTIAL DUTIES

The following is an illustrative and non-exhaustive list of duties:

- Responsible for supervising and evaluating performance all camp staff including CIT's
- Accountable for the supervision of all campers.
- Interpret and carry out program policies and practices in accordance with the Parks and Recreation Department.
- Directs daily activities at camp.
- Oversees the planning, implementation, and evaluation of activities
- Develop and maintain positive relations with all staff, parents, and participants
- Assist with staff meetings on a regular basis.
- Maintain inventory of supplies and equipment within budget. Recommends budget.
- Maintain a safe, orderly program area, reports any damage. Inspect facilities daily.
- Responsive to the health, safety, and well being of all participants. Maintains daily logs & records for health & first aid.
- Participates in program activities. Encourages self starting and nurtures individual talents.
- Reviews lesson plans.
- Prepares program reports, camp correspondence.
- Comply with Town of Colchester Personnel Policies.
- Other duties as assigned

KNOWLEDGE, ABILITY & SKILLS

Ability to supervise the work of subordinate personnel: ability to enforce regulations firmly, tactfully, and impartially. Ability to establish and maintain effective working relationships with other employees and the public: ability to anticipate and recognize dangerous and potentially dangerous situations at recreation facilities: ability to recognize emergencies and to take necessary preventative action. Knowledge of organized games and free play activities; Ability to work well with children.

EXPERIENCE AND TRAINING

Experience in education, recreation, or a related field preferred. Experience working with children required. American Red Cross or American Heart Association CPR and First Aid certification required.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

1. Sufficient stamina and strength to be exposed to the discomforts of working outdoors in the summer. Must be able to work around trees and foliage and be able to withstand dust.
2. Ability to push/pull/lift objects weighing less than 50 pounds. Must be mobile and able to sit for long periods of time on the ground. Able to perform gross body coordination.
3. Able to see objects far away as in driving and closely as in reading a report. Able to hear normal sounds with some background noise and to communicate through human speech. Able to concentrate on fine details with some interruption; needs to attend to task/function for more than 60 minutes at a time.
4. Able to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over extended periods of time.
5. Must be able to perform the essential functions of the job with or without reasonable accommodation.
6. A physical and medical exam may be required.

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies

This job description is not all-inclusive and is subject to change by the First Selectman's Office at any time.