

TITLE: ASSISTANT CAMP DIRECTOR
REPORTS TO: CAMP DIRECTOR

DESCRIPTION:

Responsible for the daily operations, administration, supervision, and planning of the Town of Exeter's Recreation & Parks Department –Summer Adventure Camp program. This includes working with participants of all ages, as well as supervising camp staff. Responsible for providing an environment that is safe, nurturing, healthy, educational and fun. Providing participants and staff with the opportunity to develop new skills and make positive contributions at camp and in the community.

Position is a seasonal, full time, 40 hours per week position with some overtime required.

Duties include, but may not be limited to, the following:

Assists Camp Director with overseeing and implementing the total operation of the S.A.C. program.

Follow and enforce S.A.C. policies to ensure the safety and welfare of participants and staff.

Inspects facilities, equipment and programs for safety hazards; corrects improper or hazardous situations and reports conditions to facility contact, or Parks and Recreation staff.

Works with camp staff, plans and administers a diversified summer program for children grades 1-7 in sports, games, arts & crafts, and environmental appreciation.

Assigns, supervises, trains, and evaluates Summer Adventure Camp staff.

Works daily with and supports staff in leadership and personnel needs, balances relationships amongst staff and participants, and serves as a resource for S.A.C. staff.

Assists Camp Director with weekly staff meetings and assists in evaluation of camp staff.

Administers standard first aid and CPR as qualified in the event of injuries to participants and staff, and an emergency contact person when needed.

Supervises S.A.C. counselors effectively and positively, maintains schedule and communicates with parent(s)/guardian(s) when necessary about camp activities and camper(s).

Other duties as assigned.

POSITION REQUIREMENTS:

Graduate from an accredited college or university with a bachelor's degree in recreation, physical education, or related field including supervised field work or related experience in program leadership or teaching.

Valid driver's license.

Certification in CPR and Standard First Aid or equivalent.