

ASSISTANT CAMP DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for assisting the Camp Director in planning, organizing, and running the assigned day camp program. The position reports to the Camp Director and would be responsible for the camp in the absence of the Camp Director.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Assists in pre-camp preparation such as interviewing and hiring of staff, reference checks, staff training, and preparing schedules;
2. Organizes and schedules training for the camp staff;
3. Assists in developing and maintaining camp schedules;
4. Requests and orders supplies;
5. May act as liaison to parents and community;
6. Maintains and files necessary records and paperwork;
7. May handle discipline of campers;
8. Notifies Camp Director of medical/behavioral emergencies and discipline issues with staff and campers.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of fundamental recreational techniques and common practices needed to assist in the organization and conduct of recreational activities;
Ability to organize and maintain camp records;
Ability to work with people of different age groups and backgrounds;
Ability to follow detailed oral and written instructions;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two years of recreation/camp experience and/or related education.

SPECIAL REQUIREMENTS:

1. Must be 18 years of age.
2. Background check must meet requirements of §7-2.5(a) of the New York State Sanitary Code.

RC0106

Adopted: 04/01/08