



Deep River Parks and Recreation Job Descriptions for Summer Youth Camp Staff.

Assistant Camp Director

- Working with the Director, create and manage overall program content and design
- Assist in pre-summer camp planning and organization
- Manage overall camp program content and structure
- Supervise the counselors and CIT's
- Help create the staff schedule
- Help the staff plan appropriate games and crafts related to the weekly theme
- Insure, all staff paperwork is complete and on file
- Maintain staff sign in logs, including your own
- Work closely with the Director in day to day operations of the camp
- Create and update the daily schedule along with special events and rainy days
- Work closely with staff to insure camper safety in all activities
- Work within budget for purchasing supplies
- Evaluate quality of instruction and activities
- Mentor staff on appropriate group behavior management strategies
- Assist in management of pre-program site preparation and post-program site closure
- Communicate with parents, campers and staff on a daily basis
- Maintain weekly paperwork for the camp; print parent newsletter
- Aid in structure and coordination of pre-summer and ongoing training for staff
- Help maintain camper's records, health forms and paperwork in accordance to all HIPAA guidelines.
- Assist with data entry, ordering supplies, monitoring attendance, and camp other tasks
- Along with the Director, evaluate quality of activities, field trips and outside instructors
- Be a positive role model to staff and campers at all times
- Remember, Assistant Camp Directors are mandatory reporters
- Help implement a lock down procedure by working with school or facility staff as necessary
- Along with the Director, evaluate counselors and counselors-in-training
- Take disciplinary measures when necessary
- File mandatory reports to Town Hall with regard to discipline, accidents and medical situations.
- Communicate frequently with the Director of Parks and Recreation
- Hold at a minimum, current certifications in these disciplines: CPR, First Aid, Epi-Pen Administration, Medical Administration, AED
- Use discretion when posting any camp news on social media platforms and while using your mobile device. Follow the town's social media protocol.

Assistant Camp Directors must have extensive experience managing staff and working in youth-based programs. It is expected that the Assistant Camp Director possess education in a field related to children or has extensive experience working with children. A degree within the field of Education, Child Psychology, Social Work, or an equivalent field is helpful. The Assistant Camp Director must be over the age of 21. The position requires physical activity, being able to stand on one's feet for extended periods of time and work outside in summer temperatures. You may be required to lift, bend and squat while performing the job responsibilities.

The Assistant Camp Director will participate in hiring staff, communicating with partnering organizations, and attending training sessions during the months of February - June, as well as helping to facilitate an all-staff orientation and training session prior to the start of camp. The assistant director position is considered seasonal, with the majority of the hours occurring from late June through Mid-August. However, pre-camp planning, training, hiring of staff and other job related tasks as well as an after camp wrap up meeting are also required. During camp, the typical work week is between 30-37 hours per week. The weekly hours will not exceed 40. You may be required to work late should camp run over, or should you need to finalize camp curriculum for the following camp day or session.

The Town of Deep River is dedicated to Diversity and Equal Opportunity Employment