



Job Title: **Assistant Camp Director**
Category: Seasonal
Shift: Varies including days and evenings
FLSA Status: Non-Exempt
Hiring Range: \$13.00 - \$13.90/HR

Created or Revised Date: 1/10/2020

This position is a seasonal position with availability required beginning mid-May through mid-August. Individuals in the position must have open availability during this time and will be required to attend training in May.

SUMMARY:

The Assistant Camp Director assists with providing direction and oversight of daily operations for the youth program camps. Under general direction of the Camp Director, this position is responsible for the daily direction of camp staff and will assist with the program curriculum delivery, implementation, and evaluation. The Assistant Camp Director is expected to act as Camp Director in their absence and is responsible for assisting in ensuring compliance with State and District policies and procedures.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assist with implementation and evaluation of camp activities and curriculum to ensure appropriate level and variety of activities are utilized for participants.
- Assist in development of daily schedule for camp activities including ensuring appropriate number of staff present.
- Identify and respond to camper behavior issues in an age appropriate and professional manner; applying District/State approved tactics
- Ensure appropriate communication to parents, supervisor, and staff regarding program information including changes/postponements and conflicts.
- Facilitate daily camp activities and assist in providing supervision of camp participants.
- Assist in development of policies and ensure adherence to policies as they pertain to the supervision of campers and staff.
- Assist in preparing program materials, equipment, forms, first aid kits.
- Monitor the safety of campers and staff and implements emergency procedures when necessary and reports safety concerns immediately.
- Assist in ensuring proper forms, first aid kits and equipment are available and complete for camp participants
- Assist in preparation, review, and maintenance of all necessary records and reports for camp activities and programs.
- All other duties as assigned.

Supervisory Responsibilities

- Provides direction, oversight and leadership to part time and seasonal staff.
- Models appropriate behaviors and handles complaints and disciplinary problems involving staff in a professional manner and adhering to district policies and procedures.
- Assist with completion of employee evaluations, reporting disciplinary issues, monitor employee work schedules, and reports employee time off.
- Works with Camp Director to resolves employee grievances.

Knowledge, Skills and Abilities:

- Ability to participate and engage campers in all activities including water activities, games, sports, and crafts.
- Knowledge of and a thorough understanding of Carbon Valley Parks and Recreation District policies and procedures.
- Emerging knowledge of industry best practices and clear understanding of camp programming curriculum development.
- Ability to learn and enforce State of Colorado licensing policies, procedures, and child care requirements.
- Ability to interact with young children and teens in a caring, responsible and professional manner.
- Ability to maturely respond to any emergency or incident that may arise and maintain order and security.
- Ability to make rational decisions based on established policy and procedure.
- Ability to work independently and with minimal supervision.

Required Qualifications:

- Must be at least 21 years of age.
- Bachelor's Degree in Recreation, Education or similar related field, equivalent certification and/or job-related experience.
- Demonstrated experience in camp programming, curriculum development, or education administration.
- A minimum of one year of supervisory experience, preferably in a camp setting
- Certified in Professional CPR or the ability to become certified within 30 days of hire.

Core Competencies:

To perform the job successfully, an individual should demonstrate the following Districtwide competencies: Problem solving, customer service, oral communication, managing people, initiative, professionalism, punctuality, safety, team work, planning/organizing, and interpersonal skills.

PHYSICAL DEMANDS, JOB LOCATION AND EQUIPMENT UTILIZED:

- 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.
- Duties are performed with minimal supervision in a variety of environments including indoors and out. Most duties are performed in a youth program setting which includes work with various types of equipment during typical District operating hours. This position will work closely with customers and participants of varying abilities and must be comfortable acknowledging those different abilities and aptitudes.
- All duties within this position require physical strength and ability. The employee must lift and/or move up to 20 pounds. There may be extended periods working outdoors in extreme temperatures. Specific vision abilities required by this job include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this position, the employee is regularly required to stand; walk; sit; use hands to handle, feel, or finger; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

Reasonable Accommodation:

Carbon Valley Parks & Recreation District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the District.

Job Description Function and Intent:

The job functions and duties on the job description are not all-inclusive and additional functions and requirements may be assigned as necessary. Job descriptions are not intended as and do not create employment contracts. The company maintains its at-will employer status.

Note: Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: Interview, reference checks, background checks that may include, local police check and, driving check through DMV.