Manchester Recreation Division
Position Guide

TITLE: ASSISTANT CAMP DIRECTOR

(Pay varies with position assignment.)

JOB SUMMARY

Under general supervision of the camp director, assists in the planning, implementation, supervision, and evaluation of a comprehensive summer recreation program for youth ages 5 to 15. Assists in the day to day operation of the camp.

ESSENTIAL JOB FUNCTIONS

- ***Is considered a first responder for all medical emergency procedures and may be exposed to possible health risks. Supervises lavatories and assists children in daily living skills.***
- Plans, implements, supervises, and evaluates all waterfront activities.
- Assists in the assignment of work schedules; supervises and evaluates staff.
- Assists in the supervision of the program directors and activities
- Has daily contact with parents and participants; resolves conflicts.
- Maintains accountability of and is responsible for the health and safety of all participants.
- May teach program areas where required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of a variety of leisure skills such as arts and crafts, music, drama, physical fitness, nature , aquatics, team and individual sports.
- Ability to deal effectively with parents, participants, and other Town employees.
- Strong leadership and administrative skills.
- Ability to motivate staff and participants.

JOB QUALIFICATIONS

- 18 years of age or older
- At least sixteen weeks previous experience in an organized camp or be a college student in Recreation, Physical Education or related field.
- A valid Connecticut driver's license and transportation.
- Ability to secure certification prior to employment in:
  - Mandatory: Standard First Aid, CPR/BLS
  - Desirable: Lifeguard Training, Water Safety Instructor, Medications Administration
- Must work flexible hours.
- Attend mandatory training session in Blood Borne Pathogens and overall Departmental policies.

Applications are available in the Human Resources Department, 41 Center St., P.O. Box 191, Manchester, CT 06045-0191, at the Center Springs Main Office, 39 Lodge Drive, Manchester, CT 06040, as well as online at recreation.townofmanchester.org.

(The above description is illustrative. It is not intended as a guide for personnel actions and must not be taken as a complete itemizing of all facets of any job)