



Town of Amenia Recreation Department

4988 Route 22 Amenia, NY 12501
Telephone 845-373-8860 ext. 124 – Fax 845-373-9147

Job Description: Assistant Camp Director

POSITION TITLE: Assistant Camp Director
REPORTS TO: Camp Director, Recreation Director
LOCATION: Amenia Town Hall
SEASONAL: 35-40 Hours/Week
RATE: \$19.50 per hour

MISSION:

The Recreation Commission is committed to providing opportunities and experiences that enhance the quality of life for residents of all ages in Amenia. We attempt to accomplish this through a diversity of recreational, social and educational programs, services, events and facilities that meet both the individual and community needs.

GENERAL STATEMENT OF DUTIES:

Responsible for overseeing counselors and campers at campsites, including scheduling and coordinating activities. Supervisors are responsible for instructing and disciplining counselors when needed.

ESSENTIAL FUNCTIONS

- Able to maturely and competently supervise children and be a positive role model.
- Ensure adherence to rules and regulations required for state youth camp licensing.
- Plan and implement program activities that are culturally relevant, developmentally appropriate and consistent with Recreation core values.
- Assist in training and supervising staff as they work with and manage their groups of children.
- Assist in development of daily schedules and ensure timeliness of activities and day flow.
- Support counselors as needed with camper behavioral issues.
- Assist in First Aid for the camp, including keeping appropriate records and supplies.
- Follow Parks and Recreation policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergencies.
- Be able to exercise proper judgment when dealing with children, staff, or parents.
- Adhere to program standards including safety, cleanliness, timeliness, and proper dress.
- Be at least 18 years old or older.
- Attends staff meetings and training.
- Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

Must be able to:

- Actively run, jump, swim, and lift a minimum of 1/3 their own body weight.
- Frequently bend, twist, crouch, squat, kneel, climb stairs and flex and rotate head and neck.
- Occasionally crawl, push, pull, reach and lift above shoulders.
- Occasionally work on uneven ground and slippery surfaces.
- Use hands in repetitive motion, grasping and fine manipulation of both right and left hands.
- Withstanding constant and repeated exposure to nature's elements: rain, sun, wind, cold and heat.

MINIMUM QUALIFICATIONS:

Knowledge, skills, abilities; ability to provide leadership and act as a positive role model to youth. Must possess good written and oral communication skills. Organizational and record keeping skills are also necessary. Must be willing to work flexible hours.

EDUCATION, TRAINING AND EXPERIENCE:

High School Diploma with a minimum of two years' experience as a counselor in a camp setting.

PRE-CAMP

- Attend pre-camp planning meetings to develop program goals, activities, schedules, etc.
- To attend all staff training days.
- Help in promoting summer camp at various pre-camp events if possible.

IN-CAMP

- Arrive at camp by 8:30 a.m. and stay until 3:30 p.m. or until buses have cleared.
- Assist with and or lead staff meetings as needed.
- Supervise planned activities with a focus on daily schedules and day flow.
- Supervise Counselors by instructing and disciplining them when needed.
- Manage daily attendance and report to Directors.
- Assist in camp wide activities, rainy day activities, field trip activities, and opening/closing activities.
- Support counselors as needed with camper behavioral issues.
- Assist with First Aid and medical issues as needed.
- Plan and implement activities focused on camper, staff, and camp morale.
- Maintain inventory of camp supplies and report needs to the Camp Director.
- Maintain highest safety standards at all times, with a focus on risk management.
- Maintain rules as required by State license and assume role in camp emergency procedures.
- Supervise and work with staff as they build their group management and leadership skills and participate in staff evaluations.
- Be responsible for communicating to the Camp Director any conflict situations with children, staff, and/or families.
- Keep all areas used clean, maintained and suitable for use by staff, campers, and families.
- All other duties assigned.

AGREEMENT BETWEEN CAMP STAFF AND CAMP DIRECTOR:

- We understand and mutually accept the job description listed above which represents our agreement to the job to be performed. We understand that all staff agreements may be terminated should circumstances make the operation of the Recreation Camp impossible or should enrollment not equal expectations.

- My paperwork for payroll must be turned in by the first day of camp training. This is necessary in order to process the first payroll checks on time. Staff may not begin working without all of the required completed paperwork and two forms of government issued ID. A Statement of Age (Working Papers) is needed for anyone under the age of 18.
- We understand that camp staff are to abstain from drinking alcoholic beverages and smoking while on duty for the duration of the Recreation camp season. Usage will result in immediate dismissal.
- I give permission for Recreation to secure medical treatment for me in case of an emergency.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of Amenia is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Camp Supervisor

Date

Camp Director

Date