



Assistant Summer Camp Director
Parks and Recreation

PR/16
Grade N/A

JOB SUMMARY

This position is responsible for assisting in planning, coordinating, conducting and supervising the activities and operations of the Summer Day Camp Program for the Parks and Recreation Department.

MAJOR DUTIES

- Supervise and schedules camp personnel.
- Assist the Athletics Manager in planning and coordinating activities such as arts and crafts, games, sports, field trips etc.
- Instructs camp staff in the performance of specific duties.
- Assists in establishing activity schedules.
- Prepares records and reports as requested.
- Enforces all regulations pertaining to the health and safety of visitors, parents, and children.
- Administers first aid as required.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of principles, practices, policies and procedures as necessary in the completion of daily responsibilities.
- Knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the duties and responsibilities of the job.
- Ability to effectively communicate, both verbally and in writing.
- Ability to interact with subordinates, management employees and general public.

- Skill in developing and interpreting camp programs.
- Skills in the use of office equipment such as a computer, copier, and facsimile machine.
- Basic knowledge of game rules and regulations.
- Ability to identify hazards and unsafe practices and make suitable recommendations for minimizing or eliminating those hazards.
- Ability to communicate the policies, procedures and rules of the department to patrons in a professional manner.
- Ability to relate to children from all social and economic segments of the community.

SUPERVISORY CONTROLS

The Athletic Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal, state and local laws, and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related public relations. The need for safety contributes to the complexity of the work.
- The purpose of this position is to supervise the specific age group of children assigned each day.
- Contacts are typically with coworkers, other county employees, vendors, and the general public.
- Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, walking, bending, running, climbing, stooping, kneeling, using hands to finger, handle or feel objects, tools or controls; reaching with hands and arms.
- Must be able to use body members to work, move or carry objects or materials.
- Must be able to exert up to fifty (50) pounds of force occasionally and/or up to twenty pounds of force frequently.

- The work is typically performed indoors and outdoors, where the employee is exposed to occasional inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has indirect supervision over Summer Camp Employees.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one or two years.
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- Must possess a valid Georgia Driver's License.
- Must possess American Red Cross CPR and First Aid Certification.