



## South Windsor Parks and Recreation Assistant Camp Director

**Position: Assistant Camp Director**

**Reports To: Camp Directors**

**Job Type: Seasonal- June-August, approximately 40 hours/week**

**Rate: \$17-\$18/hour**

**Job Summary:** The Assistant Camp Director plays a crucial role in supporting the overall management and operations of the camp. They work closely with the Camp Director to ensure a safe, secure and enjoyable experience for all campers and staff. This position involves leadership, organization, and a passion for outdoor education and youth development.

### **Responsibilities:**

- Collaborate with the Camp Director to plan and execute daily camp activities, special events, and programs.
- Oversee camper registration, health forms, and paperwork.
- Manage inventory and supplies, ensuring all equipment and materials are in good condition.
- Support the recruitment, training, and supervision of camp counselors and staff.
- Provide guidance and mentorship to staff, fostering a positive and inclusive camp culture.
- Assist in conducting staff meetings, evaluations, and performance reviews.
- Ensure the safety and well-being of all campers by following established safety protocols and emergency procedures.
- Engage with campers in a positive and supportive manner, fostering a sense of community and belonging.
- Address any camper concerns or behavioral issues in a timely and appropriate manner.
- Contribute ideas and feedback for improving camp programs and activities.
- Collaborate with staff to develop engaging and educational curriculum based on camp goals and themes.
- Communicate effectively with parents/guardians regarding camp updates, schedules, and events.
- Complete administrative tasks as assigned by the Camp Director.

### **Qualifications:**

- Bachelor's degree in education, recreation, or related field (preferred).
- Previous experience in camp leadership, outdoor education, or youth development.
- Strong organizational, communication, and leadership skills.
- CPR and First Aid certification (or willingness to obtain).
- Ability to work collaboratively in a team environment and adapt to changing situations.
- Passion for outdoor activities, environmental education, and fostering a love for nature in youth.

**Application Deadline:** April 12, 2024