

**CITY OF NEWPORT
PARKS & RECREATION DEPARTMENT**

Job Title: Day Camp Assistant Director

Reports to: Recreation Supervisor

Nature of Work: The job entails duties associated with providing a positive recreational experience for each and every participant in accordance with the day camp mission. The position requires assistance with the over-all management of camp operation and is responsible for planning and delivering programs that are fun, safe and appropriate for the campers. The Assistant director is expected to be on site when camp is in session. This position may require some evening, weekend and holiday hours in addition to the regular work week.

Essential Job Functions:

- Participate in the development and implementation of camp activities including games, crafts and youth sports.
- Ensure that lesson plans and daily schedules are prepared and implemented in such a way to meet program goals and expectations of the Recreation Supervisor.
- Oversee daily operations at camp including opening and closing duties, camper check-in/out, camp meetings and end-of-day debrief sessions with staff (SWOT).
- Handle logistical duties and act as primary contact person during scheduled field trips and off campus activities.
- Apply basic youth development principles when working with children, including relationship development, peer communication, respect for diversity, participation and healthy play.
- Participate enthusiastically in all camp activities, providing support and guidance to counselors who are assigned as leaders.
- Be a role model for campers and staff with your attitude and set a good example in regard to general camp procedures including tidiness, timeliness and sportsmanship.
- Ensure that camp staff and campers know and follow program procedures and safety expectations.
- Supervise staff and maintain clear and positive communication including performance feedback and guidance.
- Facilitate staff meetings and contribute to verbal and written evaluations as requested by the Recreation Supervisor.
- Provide recommendations and concerns to Recreation Supervisor regarding staff performance.
- Be alert to camper needs and assist with personal and health issues. Administer medication as requested by guardians.
- Serve as primary contact person for parents and provide feedback and information as needed to give all families a successful camp experience.
- Represent a positive camp image when interacting with park visitors and community members.
- Provide customer service as needed for families participating in outside programs or utilizing park facilities.
- Work collaboratively with city employees and external groups to ensure smooth operation of camp program and surrounding facilities.
- Maintain high standards for health and safety at all times.
- Oversee daily checks of camp area to gauge equipment safety, facility cleanliness and to ensure that play areas are kept free of hazards and debris.
- Be alert to equipment and facility conditions and report any maintenance or repair needs to Recreation Supervisor promptly.
- Evaluate the success of completed programs and provide feedback to Recreation Supervisor upon request.
- Provide ongoing activity or procedure ideas to further the program growth.
- Maintain inventory of program supplies/equipment and identify future needs.
- Attend all required training and orientation programs before the season begins and throughout the summer.
- Assist in the implementation of staff training and pre-season orientation for camp counselors.
- Participate as a member of the Parks & Recreation Department staff to deliver and supervise overnights, city hosted special events, and other non-camp functions.
- Perform any other duties as requested by the Recreation Supervisor or Parks & Recreation Director.

Equipment Utilization:

Camp staff may be asked to use fire protection equipment, washers and dryers and specialty program equipment including non-motorized watercrafts. Some may be asked to drive camp vehicles if properly licensed.

Minimum Qualifications:

Must be at least 18 years of age.

High School diploma and at least 2 years related experience.

Must be, or able to become certified in CPR, First Aid & AED. Lifeguard certification a plus.

Must submit to and successfully pass a Criminal Record Check & Background Check.

Must possess a valid Driver's License or have other reliable method of transportation.

Must have training or related supervisory experience with a similar population.

Knowledge, Skills and Abilities:

- Ability to communicate with peers and speak in front of large groups to provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate management techniques.
- Ability to interact professionally with all age levels and function in a team environment with other staff.
- Ability to deal effectively and diplomatically with the general public.
- Physical ability to respond to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess the strength and endurance required to maintain constant supervision of campers.
- Physical ability including endurance for prolonged standing, kneeling, swimming, walking long distances, hiking, climbing, and stretching is a must. Ability to lift 50lbs.
- Willingness to work irregular hours in a camp setting with limited or simple equipment and facilities, and with daily exposure to weather extremes including sun, heat, and animals such as bees, spiders, snakes, aquatic species etc.

3/29/16