

BIG FOOT RECREATION DISTRICT

Job Description

JOB TITLE: Assistant Camp Director

SUPERVISOR: Camp Director

SUMMARY

The Big Foot Summer Day Camp Assistant Director is responsible for assisting implementing and supervising the Big Foot Rec Day Camp Program and the Extended Care Program at Fontana Elementary School. The Assistant Camp Director is granted opportunities for independent action under immediate supervision over the Camp Counselors. The Assistant Camp Director is under the direct supervision of the Camp Director.

QUALIFICATIONS

Including, but not limited to a good knowledge of school-aged activity programs; the ability to organize, direct, lead, and supervise the work of subordinate employees; ability to maintain positive and effective working relationships with other employees, children and their parents; good written and oral communication skills; the ability to work with minimum supervision, to solve problems comprehensively, and provide accurate work on a timely basis; and the ability to perform required duties with initiative, good judgment, accuracy, persistence, integrity, dependability, tact, and courtesy.

EDUCATION AND EXPERIENCE

B.S. Degree in Recreation Management, Elementary Education (preferred) or High School Graduate (or G.E.D. certificate). 3 or more years experience working with children in a school or camp environment is preferred.

HOURS

Day Camp is scheduled from 8 am – 4 pm, Extended Care runs from 4-6 pm. Schedules will vary, the Big Foot Recreation Program Coordinator/Director will create schedules based on camp attendance and employee availability.

DUTIES:

Essential Functions

1. Assist in Planning, implementing and directing the daily activities of the Big Foot Summer Day Camp Program.
2. Supervise and direct the activities of the camp counselors.
3. Greet campers and their parents upon arriving and leaving the site.
4. Communicate with camp staff and Camp Director daily.
5. Assist in ordering, purchasing, and maintaining an inventory of supplies and snacks.
6. Be familiar with the Staff and Parent Manuals and follow the guidelines set forth by the manuals.
7. Assist with creating the weekly staff schedule for camp counselors.
8. Help compile and maintain binder of campers' emergency information, and bring the binders to with on walks, trips to the beach, etc.
9. Help maintain employee time sheets, attendance sheets, Incident/Accident Report Forms, discipline reports, and other required paperwork.
10. Dispense medication as needed and log into the Medication Record.
11. Work directly with the children by leading or supervising them in planned activities.
12. Administer First Aid and CPR as needed (training is provided).
13. Remain at the site until all children are picked up.
14. Help conduct weekly staff meetings.
15. Attend all required staff meetings, trainings, and workshops.
16. Maintain a clean and organized work environment.
17. Perform the job in compliance with District policies, procedures, work rules, and the employee handbook.
18. Perform the job safely in compliance with District safety rules and procedures.

PSYCHOLOGICAL CONSIDERATIONS

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must be able to work and maintain composure in high periods of high activity and in emergency situations.
3. Employee must have the ability to communicate effectively with other staff, and children and their parents.

PHYSICAL DEMANDS

Sitting.....	occasionally
Walking.....	constantly
Strength.....	heavy (50-100 lbs.)
Climbing.....	occasionally
Balancing.....	frequently
Stooping.....	frequently
Kneeling.....	occasionally
Crouching.....	frequently
Crawling.....	occasionally
Reaching.....	frequently
Handling.....	constantly
Feeling.....	constantly

ENVIRONMENTAL CONSIDERATIONS

1. Work area is primarily outdoors. On rainy or inclement days we will be inside where temperature is controlled and fluorescent lighting is provided.
2. Employee may be exposed to natural and potentially extreme weather conditions while performing job related activities.
3. Employee may be exposed to various chemicals i.e.: cleaning materials used in routine maintenance.
4. Employee may be exposed to chronic infectious disease while performing routine first aid or emergency procedures.
5. Protective clothing and equipment is required as it pertains to the particular job duty:
 - Microshield and/or sealeasy
 - Latex gloves