



JOB DESCRIPTION

SUMMER SEASONAL DAY CAMP POSITIONS

(Part-time)

Summer Camp for children will consist of 11 weeks of half-day camp activities for children ages 5 - 11. The seasonal positions identified below will consist of up to 12 weeks of employment - Camp hours are from 8:00 a.m. to 1:00 p.m. Staff hours will normally be 7:30 a.m. to 1:30 p.m., plus staff training sessions one week prior to the beginning of camp.

ASSISTANT CAMP DIRECTOR

DEFINITION

Under supervision of the Camp Director, assists the Camp Director with various administrative duties.

EXAMPLES OF DUTIES: (E=Essential Duty; M=Major Portion of Time)

- -Plans, organizes, and conducts camp activities. (M)
- -Supervises camp participants and staff. (E-M)
- -Monitors supplies and equipment.
- -Serves as Camp Director in the Director's absence. (E)
- -Assists Camp Director in developing a curriculum for camp participants. (E-M)
- -Keeps shopping lists and picks up supplies when needed.
- -Plans snacks and purchases groceries as needed.
- -Maintains accurate and detailed records regarding participants' vital statistics and attendance. (E-M)
- -Other related duties as assigned.

QUALIFICATIONS

- One year of full or part-time experience supervising or working with children, preferably in a camp setting, is required.
- Experience in a leadership capacity is required.
- Ability to establish an effective working relationship with parents, employees, and the general public.
- Ability to work outdoors in summer heat.

Necessary Special Requirement:

Possession of a valid California Driver's License.

CAMP COUNSELOR

DEFINITION

Under supervision of the Camp Director, responsible for leading, supervising, and conducting activities such as nature projects, arts and crafts, cooking, drama, sports, games, and other "camping" or recreation related skills for the participants of a summer day camp program.

EXAMPLES OF DUTIES: (E=Essential Duty; M=Major Portion of Time)

- Supervises youth. (E-M)
- Conducts and leads a comprehensive day camp program for youth each week. (E-M)
- Enforces all rules and regulations.
- Responsible for the care and maintenance of equipment.
- Administers first aid as required.
- Other related duties as assigned.

QUALIFICATIONS

- One year of full or part-time experience supervising or working with children, preferably in a camp setting, is required.
- Experience in environmental education, arts, crafts, music, drama, or recreation is highly desirable.
- Ability to work outdoors in summer heat.

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