



Clinton Parks & Recreation Department Summer Playground Assistant Director (2 positions)

Assists the Camp Director with the day-to-day operations of the summer playground program, parent drop off and pick up, field trips and assignments of camp staff and activities.

Hours: Monday- Friday (not to exceed 40 hours) 8:30-4:30 pm

Dates of Program: June 17- August 23 (No July 4, 5)

Staff Training: June 19, 20, 21

Reports to the Director of Parks and Recreation and under the general supervision of the Camp Director.

Starting Pay: \$19-20.00 Depending on qualifications and experience

Essential Job Duties

- Works with lead counselors to plan activities for different age groups of campers.
- Being responsible for the location and safety of children at the program
- Ensure a safe environment during all activities.
- Setup and breakdown of activities and supplies
- Being a positive role model for the participants in the program
- Engaging with the group of children in each activity.
- Able to communicate with other staff and parents as needed
- Handling conflicts of children and staff at the program.
- Supervise children in the swimming pool and make sure pool areas have staff coverage.
- Supervise campers and staff on bus and field trips.
- Handles morning or afternoon extended day
- Leading large group activities
- Schedule of activities for the week.
- Troubleshoot any problems that may arise. Handle emergencies at the program.
- Knowledgeable about individual camper needs including allergies and special diets.
- Ability to fill in for the Camp Director as needed

Qualifications

- Experience working with school-age children in a camp or similar setting is required.
- Aged 18 and older.
- CPR/First Aid certificate or the ability to become trained (training provided)
- Leadership experience in a camp setting
- Good oral and written communication skills.
- CPR/First Aid certificate or the ability to become trained (training provided)

Abilities

Employees are required to walk, stand, sit, speak, hear, and use their hands to operate various sports equipment and/or craft supplies. Work is performed on athletics fields, pools, schools, playgrounds, gym floors, beaches, etc. Candidates must be able to work inside and outside with exposure to various weather conditions.

Clinton is an Equal Opportunity Employer.