

Job Title: Assistant Camp Director

Department: Recreation

Status: Hourly, Seasonal

Wages: Up to \$23/hr and commensurate with experience

Job Summary:

The Assistant Summer Camp Directors will help oversee the day-to-day running of each camp location while working closely with Camp Directors to ensure camp runs smoothly. Assistant Camp Directors will collaborate with other camp staff to provide a safe, responsible, well-supervised summer camp experience, while also maintaining a good rapport with parents and the community. Assistant Camp Directors will be responsible for a specific camp location, and maintain an organized space; they will communicate directly with Camp Assistants, Head Counselors, and Camp Directors to ensure that schedules run smoothly, changes are communicated in a timely manner, and staff receive the supplies and support they need to be successful day-to-day; they will also engage with families daily and must have strong communication skills. We are seeking qualified, engaged, and motivated individuals with experience in education, youth and children's programs, or a related field; candidates should be ready to commit to an 8-week summer program with a full-time work schedule, plus training, prep, and cleanup time.

Duties/Responsibilities:

The Camp Assistants will:

- Oversee the day-to-day operations of their assigned camp location
- Assist Camp Directors with high-level operations of camp as needed
- Evaluate the camp daily to suggest improvements, needs, hazards, and/or trends
- Keep supplies, spaces, and schedules organized
- Support Camp Instructors with activities as needed
- Develop a good rapport with families, staff, campers, and community members
- Communicate with camp directors and Recreation Department staff
- Assist with drop-off and pick-up procedures at designated camp location

Required Skills/Abilities:

The Camp Assistants will need to have:

- Must be at least 18 years of age to apply
- Experience working with youth in various settings

- Outstanding communication skills
- Good customer service skills
- Strong organization, problem-solving skills, and the ability to think on your feet
- The ability to work in a team
- The ability to oversee the managerial focus of their choice
- The ability to serve, communicate with, and work with a diverse population

Education and Experience:

The Camp Assistants must have:

- 2 years of related experience, preferably in a position managing programs and other staff, OR
- A combination of experience and education that may be considered equivalent to the previous requirement – education in a related area (Recreation, Athletics, Education, Business, Public Administration) is helpful;
- CPR/First Aid Certification*
- Lifeguard certification (preferred)
- Mandated Reporter training (preferred)*

*These certifications shall be part of training should they not currently be held.

Interested applicants should complete an [Employment Application](#) and send to Katarina Lisaius (klisaius@waterburyvt.com) with their cover letter and resume. Application deadline is February 20, 2025.