

Seasonal For-Mar Assistant Day Camp Director
Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

The Assistant Day Camp Director assists in the planning, coordinating, and overseeing the overall camp program and helps implement all daily camp activities as approved by the Chief Park Naturalist. The Assistant Day Camp Director communicates with parents/guardians, and other camp staff during and after camp hours of operation. The Assistant Day Camp Director is responsible for the care, safety, protection, and oversight of the camp environment, staff, and participants. Oversees the camp counselor(s) and junior counselor(s), as assigned. Reports to the Day Camp Director.

STATEMENT OF TASKS:

- Ensures compliance of camp policies, rules, guidelines, as well as general practices and procedures enforced by Genesee County Parks and Recreation.
- Assists in the development of the program and plans, and helps implement all camp activities, including weekly trips and special activities and/or assignments.
- Assists in maintaining the operating budget established by the Parks and Recreation Commission.
- Assists in the organization and coordination of the camp staff weekly schedules.
- Assists in training and group meetings, with day camp staff.
- Produces forms, letters, reports, and pertinent documents, as required.
- Monitors and ensures appropriate participant behavior and adherence to camp rules and regulations.
- Assists in program assessment to see if there are any changes that need to be made for optimal function. Makes recommendations to the Day Camp Director when necessary.
- Distribute medication to participant, complete medication log accordingly and take care of all injuries.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of outdoor and environmental education programs.
- Knowledge of the outdoors and natural sciences.
- Ability to speak in front of groups.
- Ability to understand and carry out oral and written directions.
- Ability to prepare necessary reports and records.
- Ability to maintain good interpersonal relationships and communicate effectively with the public as well as Park staff.
- Ability to utilize Outlook, Access, Excel, and Publisher on Windows-based computer.
- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

- Minimum 21 years of age.
- Have a minimum of 4 weeks of cumulative experience working with a population similar to that which the camp serves.
- Have a minimum of 4 weeks of full-time administrative experience in an organized camp or similar program.

SPECIAL REQUIREMENTS:

- Must be willing to work outdoors in a variety of weather conditions.
- Obtain CPR, AED, and First Aid Training prior to start of Day Camp.