

Village of Godfrey Parks and Recreation Assistant Summer Day Camp Director

Applications must be submitted with a cover letter and resume to be considered complete.

PURPOSE: The **Assistant Camp Director** is a seasonal position that serves as a support to the Camp Director and assists in planning the curriculum, developing, and coordinating all aspects of the Summer Day Camp. The Assistant Camp Director is also responsible for assisting in the management and supervision of all part-time staff, maintaining a safe environment for camp personnel (staff and campers), and mentoring staff in developing leadership skills.

SCHEDULE:

Camp Dates: Monday - Friday, June 1 - July 17, 2020 - 9 am - 5 pm (schedule may vary)

Training Dates: May 27 and May 28, 2020 (schedule may vary)

Planning Dates: TBD

Open House: May 30, 2020

KEY RESPONSIBILITIES:

- Assists in planning and implementing curriculum for the camp's daily on-site activities, including games, crafts, and snacks
- Assists in assigning and supervising all Camp Counselors and Counselors in Training (C.I.T.)
- Responsible for effectively communicating with staff, parents, and participants
- Assists with maintenance of all camp equipment and supplies utilized in activities
- Keeps supervisor informed daily regarding the facility, staff, and campers
- Responsible for escorting campers on all field trips and ensuring risk and safety management is maintained
- Must be knowledgeable, understand, and enforce all rules and regulations of the Godfrey Parks and Recreation Department and the Village of Godfrey. Including any Summer Camp rules, policies, and guidelines

REPORTS TO: Camp Director, Recreation Supervisor and Parks and Recreation Director

QUALIFICATIONS:

- Must be at least 18 years of age
- Must have experience teaching or working with children
- Must have a flexible schedule
- Must pass a background check

PHYSICAL REQUIREMENTS:

Must have the ability to lift and carry thirty (30) pounds, the ability to push or pull up to fifty (50) pounds, and the ability to bend, squat, kneel, reach from floor level to six (6) feet in height, hold and grip objects.

STARTING SALARY: \$11.00 per hour

DEADLINE FOR APPLICATIONS: Friday, May 1, 2020, at 2:00 pm.

*Please note interviews may start before the deadline.

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Applications are also available at Godfrey Village Hall in the Parks and Recreation Department or on www.godfreyil.org.

THE Village of Godfrey IL IS AN EQUAL OPPORTUNITY EMPLOYER