

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see pages 2 through 4 below for a detailed job description.)

DEPARTMENT OF PARKS & RECREATION SUMMERSCAPE DAY CAMP ASSISTANT DIRECTOR

The Town of Rocky Hill is seeking qualified applicants for the position of Assistant Director of the Summerscape Day Camp program in the Department of Parks & Recreation. Applicants must be available year round (June to August full-time for the operation of camp; and January to June part-time to assist with planning camp). Ideal candidates must enjoy working with youth, possess motivation and leadership qualities, and be able to carry out the mission statement of the Parks and Recreation Department.

Requirements of this position include but are not limited to:

1. Must be age 21 or older;
2. Shall not have been convicted of any offense involving moral turpitude or harm to minors, and shall be of good moral character;
3. Shall be certified as mentally competent by a physician;
4. Shall not use improperly any narcotic or controlled substance;
5. Shall have had at least sixteen (16) weeks of administrative or supervisory experience in an organized camp;
6. Must be certified in or able to obtain CPR, First Aid, AED and Medication Administration certifications prior to the start of camp;
7. Shall cooperate in a responsible, professional manner with parents, campers, staff and peers in a camp work setting; and
8. Can think in the abstract, solve problems, make decisions, instruct, evaluate, supervise and remember information.

This position is a part-time seasonal position. The salary begins at \$14.00 an hour and will commensurate with experience. Anticipated work schedule is 8:15 a.m. – 4:15 p.m. from during camp (June – August), with the possibility of additional hours based on business needs; and outside of camp season (January – June) hours will vary based on planning needs.

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which demonstrates how you meet the qualifications and discusses proven experience working with the adolescents; and 3) A completed Town of Rocky Hill Application for Employment. All application materials must be submitted directly to the Parks & Recreation Office. Applications will be accepted until 4:30 p.m. on Friday, February 8, 2019.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is and EEO/ AA Employer and complies with the ADA.

**Town of Rocky Hill
Job Description**

POSITION: SUMMERSCAPE DAY CAMP ASSISTANT DIRECTOR
DEPARTMENT: PARKS AND RECREATION
REPORTS TO: RECREATION SUPERVISOR
SUPERVISES: SUMMERSCAPE DAY CAMP/ CIT PROGRAM
BARGAINING UNIT: NONE

Summary of Responsibility:

Under the direction of the Recreation Supervisor, the Assistant Director of Summerscape Day Camp is to assist the Camp Directors and Recreation Supervisor in achieving the goals and objectives of the Summerscape Day Camp program. The Assistant Director will be responsible for the planning and coordination of the Counselor In Training program in addition to assisting with the overall planning and development of camp.

Essential Functions:

1. Responsible for meeting and planning various aspects of camp with the Recreation Supervisor and Camp Directors prior to the start of the camp season.
2. Responsible for the planning, implementation, coordination and development of the Counselor in Training (CIT) program.
3. Must be able to take a leadership role in staff trainings and meetings.
4. Works with Summerscape and Summerscape Teen Adventure Camp (STAC) Directors and the Recreation Supervisor to coordinate and conduct all staff trainings.
5. Responsible for assisting with the set-up, conducting and hiring of camp staff for Summerscape Day Camp.
6. Responsible for completing all paperwork in a neat and orderly manner on time.
7. Greet and supervise all campers, CITs, parents, and staff each morning when they arrive.
8. Assists in the oversight of Summerscape Day Camp operations to ensure efficiency and camper/staff safety.
9. Works with camp staff to ensure CIT program is integrated into daily camp operations positively.
10. Oversees CIT planning and implementation of daily activities and ensures they are being carried out by evaluating each group on a daily basis.
11. Confirms reservations and bus schedules, camp activities, weekly rosters/attendance, collection/tracking of all permission slips and vendor waivers as needed.
12. Evaluates camp operations on an on-going basis and makes necessary adjustments to meet any other needs that may arise before, during, and after camp to sustain a high functioning camp, while maintaining safety and health regulations at all times as mandated by state licensing requirements.
13. Ensures all necessary supplies are ordered and maintained.
14. Provides support, encouragement, and leadership to all staff members.
15. Collaborates with Summerscape and Summerscape Teen Adventure Camp Directors and the Recreation Supervisor on day-to-day activities.

Other Functions:

1. Assists in the supervision and evaluation of camp staff.
2. Communicates with parents during camp to set and maintain high standards and assists with concerns.
3. Assists in completing payroll of camp staff.
4. Assists in the completion of camp staff evaluations halfway through the summer and a final summer evaluation with input from the Camp Directors.
5. Serves as an Alternate Director in the event of a Camp Directors absence.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Qualifications and Competencies:

1. Must be age 21 or older;
2. Shall not have been convicted of any offense involving moral turpitude or harm to minors, and shall be of good moral character;
3. Shall be certified as mentally competent by a physician;
4. Shall not use improperly any narcotic or controlled substance;
5. Shall have had at least sixteen (16) weeks of administrative or supervisory experience in an organized camp;
6. Must be certified in or able to obtain CPR, First Aid, AED and Medication Administration certifications prior to the start of camp;
7. Shall cooperate in a responsible, professional manner with parents, campers, staff and peers in a camp work setting; and
8. Can think in the abstract, solve problems, make decisions, instruct, evaluate, supervise and remember information.
9. Must possess leadership qualities and have the ability to motivate.
10. Shall cooperate in a responsible, professional manner with parents, campers, staff and peers in a camp work setting.
11. Must enjoy working with youth
12. Carries out Rocky Hill Parks and Recreation's mission

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and lift.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to fifty (50) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. May be exposed to seasonal conditions in outside weather, grease or oil, dust and other outdoor conditions, and loud or unpleasant noises.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.