



CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY
May 22, 2019

TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening –

Camp Director (Seasonal)
Department of Recreation

The Department of Recreation has one (1) vacancy for the position of **Camp Director** at a rate of **\$20.00/hour**. The schedule for this position is as follows:

July 1, 2019 – August 8, 2019 (Excluding 7/4/2019 & 7/5/2019)
Monday – Thursday: 7:30 a.m. to 12:30 p.m.

Applicants must meet the requirements as outlined in the attached job description. This is a non-competitive class Civil Service position.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. on **Thursday, June 20, 2019**.

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

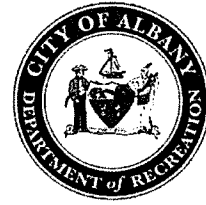
D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
THURSDAY, JUNE 20, 2019
An Equal Opportunity/Affirmative Action Employer

Camp Director

City of Albany Department of Recreation

Location: Livingston Park **Salary:** \$20.00/Hour **Type:** Seasonal



Examples of Duties and Responsibilities: The Camp Director plans, leads, and implements fun activities, programs, and experiences for children participating in a summer day camp. Camp Directors are also responsible for the general safety of all campers, staff, and volunteers in the camp. The Camp Director is to facilitate a fun and enjoyable summer experience for participants and staff by engaging campers in age-appropriate activities and handling any behavioral issues.

Work Schedule:

- 7:30 AM – 12:30 PM
- Monday – Thursday
- 7/1/19 – 8/8/19 (Excluding 7/4/19 and 7/5/19)

Additional Notes:

The City of Albany requires verification of two (2) references on your application. Please notify them in advance that, if chosen, City of Albany will be contacting them for verification.

Training and Experience:

- Bachelor's Degree – Preferably in the field of Physical Education, Recreation Management, or Leisure Studies.
- Must be at least 21 years old
- Two year experience in child care, leisure services or related field, and/or customer services, classroom leadership experience.

Knowledge, Skills, and Abilities

- Knowledge of variety of recreation activities.
- Must have leadership abilities with children and staff.
- Skills in activity or program assigned.
- Ability to communicate effectively with parents, staff, volunteers, children, administrative staff, public officials, and general public.
- Ability to troubleshoot problems as needed.
- Ability to resolve conflict.
- Ability to pass background screening as required by law.