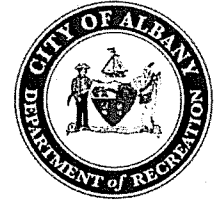


HC Assistant Camp Director

City of Albany Department of Recreation



Location: Hoffman Day Camp **Salary:** \$18/Hour **Type:** Seasonal

Examples of Duties and Responsibilities: The Assistant Camp Director assists in planning, leading, and implementing fun activities, programs, and experiences for children participating in a summer day camp. The Assistant are also responsible for the general safety of all campers, staff, and volunteers in the camp. The Assistant Director is to help with the logistics of the camp, overseeing attendance of participants and staff 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:

- 8am-12:30pm
- Monday – Friday
- 7/6/20-8/14/20

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 or Associates 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.
- Planning, implementing, supervising, promoting and evaluating of the summer children's program
- On-site supervision and leadership to other summer program staff
- Ensuring all attendance records, incident reports and emergency contact information is maintained