

Hartford Parks & Recreation Department
VENTURES ASSISTANT SITE DIRECTOR
Job Description

FISA Designation: Non-exempt seasonal
Department: Hartford Parks and Recreation

Pay Classification: \$16.50/hr. to \$18.50/hr.

GENERAL DESCRIPTION:

The **Assistant Site Director** will provide assistance in supervising, developing, implementing and evaluating all aspects of the operations of the Ventures Day Camp program. Support staff as they guide campers through the camp experience, assisting them with daily camp activities and programs. Maintain a safe and welcoming camp environment through regular communication with staff, campers and parents.

ESSENTIAL RESPONSIBILITIES:

- Will work in collaboration with Site Director to prepare all aspects of the summer camp program from start to finish.
- Assist in the pre-season planning of camp activities – to include programs, supplies, schedules and staff orientation.
- Assist in coordinating and facilitating pre-summer staff orientation and ongoing training for all staff.
- Assist in the pre-summer camp planning and organization.
- Communicate with parents, community partners, and other outside liaisons prior to and throughout the summer.
- Monitor the health and safety of all campers and staff.
- Supervise, support and evaluate camp staff.
- Oversees daily program activities and staff who are organizing and running those activities.
- Evaluate camp programs and staff throughout the summer.
- Responsible for supervision of and addressing challenging conduct of children and staff, including any disciplinary action.
- Conduct daily check-in of staff and assign daily/weekly responsibilities.
- Implements and adheres to the Behavioral Management Plan for campers; attends parent meetings and carries out relevant protocols to ensure a safe camp environment for all.
- Works and communicates directly with parents.
- Fills role as Site Director in Site Director's absence.
- Manage field trips, including confirmation and trip itinerary.
- Responsible for opening and closing camp facility.
- Assist in overseeing the summer lunch program.
- Maintain a practice of stewardship for camp property including proper accounting and storage of all camp equipment.
- Neat appearance - staff shirt, name badge and proper attire required at all times.
- Fill role as camp counselor as needed.
- Other duties as assigned.

SUPERVISION RECEIVED:

Reports directly to the Site Director

QUALIFICATIONS - Required:

- Must be over the age of 18 and possess or working toward a degree within the field of Education, Child Psychology, Social Work or an equivalent field.
- Minimum of 1 year working in a camp environment
- Upon hire, completion of 1st Aid and CPR certification.
- Experience managing staff and working in youth-based programs.
- Experience in planning and supervising summer day camp.
- Knowledge of methods in organizing, conducting and supervising programs.
- Ability to work with the general public; ability to speak in front of groups.
- Enjoy and appreciate children and their needs in a recreational setting.