



Position Title: Part-Time Assistant Camp Coordinator
Reports To: Program Director
Department: College-wide
Prepared By/Date: Jennifer Brito/06-24-2010
Approved By/Date: College-wide
Revised: Donna French/03-08-2012

Job Code: 8349
Job Group: Class-R
Salary Grade: CT
FLSA Status: Non-Exempt

Summary:

The Part-Time Assistant Camp Coordinator assists in the planning, direction and supervision of all camp programs and staff.

Essential Duties and Responsibilities:

- Steps in to assist in the absence of the Camp Coordinator and/or Camp Director (depending on size of camp)
- Oversees camp openings and closings
- Sets and supervises office procedures, opening and closing day procedures for staff and campers
- Supervises the ordering of food, supplies, equipment and arrange proper distribution and intake
- Supervises and evaluates all operations and camp staff
- Maintains inventory of all supplies and equipment purchased
- Monitors safety and all procedures as they pertain to the complete supervision of campers and staff
- Learns the material provided in advance and taking the initiative in being knowledgeable of all projects
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess proficient swimming skills as applicable to camp program
- Possess special skills such as, interest in arts, crafts, computers, sports, science, environment, reading or math
- Ability to work comfortably outdoors for extended periods of time under varied environmental conditions
- Ability to supervise staff and campers
- Ability to plan, originate, organize and carry out daily and special programs
- Ability to prepare and provide records and reports of attendance, budget maintenance and staffing schedule
- Ability to provide staff training
- Possess good conflict resolution skills and the ability identify and diffuse problems before they arrive
- Ability to attend mandatory week of training, if required
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty, staff, and camp participants

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

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

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree and two (2) years of related experience; or Associate's degree or sixty (60) credits and four (4) years of related experience
- CPR and/or First Aid Certifications as applicable to program

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name