

CITY OF NORTH RIDGEVILLE, OHIO

JOB DESCRIPTION:

Title: Day Camp Assistant Director

Position Classification: Camp Counselor

Department: Parks and Recreation

FLSA Status: Non-Exempt

Job Status: Seasonal

Grade Number: Step B, \$10.17/hr.

Application Deadline: Wednesday, March 31, 2021

GENERAL RESPONSIBILITIES:

The Assistant Camp Director is a seasonal position that reports to the Parks & Recreation Program Supervisor in charge of Summer Camp and the Camp Director. The Assistant Camp Director is responsible for assisting the Camp Director with the supervision and training of a staff of seasonal employees and the supervision and safety of participants from 6-12 years of age in Summer Adventure Camp. Responsibilities include and are not limited to the daily guidance of campers, leading groups through daily activities, assist and supervise other counselors, and participate with campers. The primary duties of the Assistant Day Camp Director include planning, developing, coordinating, and supervising the weekly day camp activities according to the weekly theme; preparing and maintaining administrative paperwork as directed by the Parks & Recreation Program Supervisor; provide a safe and supervised environment for campers, and providing a high level of customer service for patrons and staff. The Assistant Day Camp Director must be able to work with the Camp Director and staff team. This position needs to be responsible, trustworthy, and able to deal appropriately with staff, the public and difficult situations.

SPECIFIC RESPONSIBILITIES:

- Enforce the rules and policies of the City of North Ridgeville Parks and Recreation Department regarding Summer Adventure Camp.
- Play and lead a variety of active games and activities with children on a daily basis.
- Prevent accidents and injuries, and report any unsafe situations or conditions to Parks & Recreation Program Supervisor.
- Wear designated uniform on the assigned days.
- Provide a high level of customer service for patrons and staff.
- Attend scheduled meetings regarding camp issues.
- Provide a safe environment for participants and have the ability to respond quickly to an emergency.
- Ability to drive a city vehicle.
- Must have regular and predictable work attendance to fulfill the essential functions of the job.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Previous experience in day camp programs preferred but not required.
- Previous experience working with children.
- Must be at least 18 years of age.
- Have current First Aid and CPR certifications.

- Experience in leading children in one or more of the following areas: recreational games, arts, crafts, camping, music, drama, or sports.
- Must possess and maintain a valid Ohio driver's license and retain the ability to be insured by the City's Liability carrier.
- Must be able to pass a driving record check and a thorough background check.
- The City of North Ridgeville promotes a drug / alcohol free work environment through the use of a mandatory pre-employment drug testing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

This position works indoors and outdoors with groups of children ranging in age from 6-12 years of age. Must be able to physically play and demonstrate games, work with arts and crafts materials, work outdoors for extended periods of time in all kinds of weather conditions, lift 20-50 lbs., and able to respond and react to an emergency in an effective manner.

Please email Tot and Youth Program Supervisor Melissa Shirley at mshirley@nridgeville.org with completed application and resume. Both can be mailed, emailed, or dropped off. Employment applications are available in the Administrative Office at City Hall, 7307 Avon Belden Road, North Ridgeville, OH 44039, or you can download the application from our website www.nridgeville.org/parksandrec under the "JOBS" tab.

All applications / resumes will be kept on file for up to 12 months.