



Town of Plaistow, New Hampshire

HUMAN RESOURCES DEPARTMENT

Plaistow Town Hall
145 Main Street
Plaistow, NH 03865

(603) 382-5200 Office
(603) 382-7183 Fax
Email: HR@Plaistow.com
Web: www.Plaistow.com

Position Title: ASSISTANT SUMMER CAMP DIRECTOR

Location: Onsite – Town of Plaistow Recreation

Department: Recreation

Terms of Employment: Seasonal, 7-week Program, 6:45 AM-2:45 PM (*Subject to program changes*)

FLSA Status: Non-Exempt

Anticipated Start Date: Late-June 2024 – Mid-August 2024

There will be program development preparation and training hours prior to the program start date.

JOB SUMMARY:

The Assistant Summer Camp Director **works closely with the Summer Camp Director** to oversee and manage all aspects of a seven-week Summer Day Camp Program for up to 120 children per week in Grades K – 6. The Summer Recreation program operates at 51 Old County Road in Plaistow. This position is 40 hours per week beginning in late June with some pre-season planning and training hours required. The program runs through Mid-August. Pre-season hours will be used for planning, staff recruiting and staff training. The Assistant Summer Camp Director works in an indoor/outdoor environment, with the majority of the time spent working outdoors, and is often required to do several tasks expeditiously and concurrently. This position will require a great deal of interaction with children, parents/guardians and the community.

REPORTS TO:

The Assistant Summer Camp Director's immediate supervisor is the Summer Camp Director.

SUPERVISION EXERCISED:

The Assistant Summer Camp Director will assist with the management of a seasonal staff of approximately 20 employees, and lead the Junior CIT and CIT volunteers in their daily schedule.

GENERAL RESPONSIBILITIES:

- Prepare for the opening of summer camp.
- Assist the Summer Camp Director with the daily planning and operations of the Plaistow Summer Recreation program to create a high energy, fun and creative experience for campers.
- Works with the Leadership Team (Summer Camp Director, Arts & Crafts Director, and Recreation Director) and camp counselors to plan, develop and implement a wide variety of camp activities and special events.
- Provide support, guidance, and growth opportunities to the Leadership Team and camp counselors.
- Monitor the emergency management plan.
- Assist in training all staff members in camp emergency procedures.
- Assist the Summer Camp Director with staff training and weekly staff meetings.
- Monitor the safety of all campers and staff attending and working with the Plaistow Summer Recreation program.
- Establish positive rapport and on-going communication among staff, campers and their parents.
- Ensure that the Camp is running smoothly on a daily basis.
- Assist the Camp Director with managing inventory and supplies in a timely manner.
- Assist the Camp Director with preparing an evaluation and summary of the current season including inventories, staff evaluations, campers' reports, and recommendations for improvements for the following season.
- Assist the Summer Camp Director with preparing and conducting mid-season evaluations of all staff members.
- Report concerns to the Summer Camp Director and Recreation Director, as needed.

MINIMUM QUALIFICATIONS REQUIRED:

- At least 2 years of leadership experience in a day camp, childcare position or educational setting. Past experience as a Camp Director or Administrator is highly preferred.
- Degree in Recreation, Early Childhood Education, Physical Education or related field is preferred. In lieu of a degree, a combination of education and experience indicating an ability to meet the job requirements is also acceptable.
- Knowledge of the developmental stages for grades K-6.
- Applicant will be subject to a criminal background check and medical examination as part of a conditional employment offer.

LICENSURE AND CERTIFICATION REQUIREMENTS:

- Current CPR and Standard First Aid certifications or willingness to obtain **prior to the program start date**.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong leadership and public relations skills.
- Ability to supervise, train and motivate staff.
- Strong verbal and written communication skills.
- Professional and tactful interpersonal demeanor.
- Ability to think critically and make sound evaluations.
- Ability to keep his/her composure with the community and co-workers in everyday, stressful and emergency situations.
- Ability to administer flexibility and resourcefulness in daily operations.

PHYSICAL REQUIREMENTS:

- Walking, jogging, running, bending, twisting, swimming, hiking, reaching and lifting of moderate to heavy weight up to 50 lbs.
- Able to work outdoors in all weather conditions.

SUMMARY OF OCCUPATIONAL EXPOSURES:

- May be exposed to sunscreen and other chemicals; cleaning fluids and disinfectants, art supplies, photocopier toner, printer cartridges, dirt, dust, herbicides, pesticides, as well as health risks associated with providing emergency medical treatment in advance of rescue personnel.

SALARY INFORMATION: Up to \$16.50 per hour, depending on experience.

BENEFITS: There are no benefits associated with a seasonal position.

REQUIRED DOCUMENTS FOR APPLICATION:

Applicants should be prepared to provide the following documents:

- Town of Plaistow Application
- Resume
- Three (3) recent references, including contact information. References should be non-family members that can attest to your work ethic and character.
- Letter of Interest

Please submit a completed application, resume, references and letter of interest to Lori Sadewicz, Plaistow Human Resources Department at HRHS@plaistow.com.

APPLICATION DEADLINE: February 29th, 2024

The Town of Plaistow is an Equal Opportunity Employer, DOQ/DOE

The above statements are intended to describe the general nature and level of work being performed by the people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of reasonable accommodation to be determined by management as a case-by-case basis.