



## **Assistant Camp Supervisor** **Playground Camp**

### **Summary**

Assists playground camp supervisor in planning, supervising, and implementing a seven-week summer Playground Program for children ages 5-15. Responsible for supervising the summer program staff..

**Essential Duties and Responsibilities** include the following:

- Assists camp supervisor in training, supervising, disciplining, scheduling and evaluating staff.
- Maintains and distributes equipment.
- Develops programs and new activities.
- Recommend new programs and equipment.
- Assists camp supervisor in addressing complaints and resolving problems.
- Other duties may be assigned.

### **Supervisory Responsibilities**

Assists playground camp supervisor in overseeing all camp activities and staff. Assists in management of subordinate supervisors who supervise a total of 50-70 employees in the Recreation Department. Assists the camp supervisor in training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's Degree from four-year college or university; or one to two years' related experience and/or training; or equivalent combination of education and experience.

### **Certificates, Licenses, Registrations**

CPR, First Aid and current valid Driver's License

**Hours:** Playground Program Monday-Friday 8:00 am – 4:00 pm

### **Payrate:**

\$\$15.50/hr - \$17.00/hr