



Town of Chester Job Description

Job Title

Summer Program Assistant Director

Department

Recreation

Employment Status

Full-Time/Seasonal

Exempt Status

Non-Exempt

Job Purpose

Under general administrative direction of the Recreation Director and Summer Program Director, the Assistant Director will lead the planning, organization and implementation of camp activities. They will supervise, monitor and participate in all activities including field trips, arts and crafts, sports and games. While doing so, the Summer Program Assistant Director is expected to serve as an appropriate role model for the staff and campers in his/her care.

Supervision Received

Receives direct supervision from Recreation Director and Summer Program Director.

Supervision Exercised

Exercises general supervision over assigned staff and campers. Carries out all supervisory functions in accordance with the town's rules, policies and applicable laws. Responsibilities include assisting Recreation Director and Summer Program Director with recruiting, interviewing and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Duties and Responsibilities

Supervise and provide direction and assignments to Lead Counselors, Counselors and Counselors in Training at assigned site. Supervise day to day operations of assigned site. Supervise all aspects of campers' day. Plan and lead daily activities for the participants enrolled in the program. Complete and turn in weekly reports and activity plans for assigned program site including, but not limited to weekly log sheets, discipline reports, accident reports and supply requests. Serve as an additional staff contact for parents at assigned site. Assists Summer Program Director in organizing weekly staff meetings. Performs other related duties as requested by Recreation Director and Summer Camp Director.

Knowledge, Skills, and Abilities

Desire and ability to work with children outdoors. Ability to supervise and relate to one's peer group. Ability to accept supervision and guidance. Ability to assist in teaching activities. Good character, integrity and adaptability. Enthusiasm, sense of humor, patience and self-control. CPR/First Aid Certificate (provided during Counselor Training).

Physical requirements

Be able to lift and/or move up to 50 pounds. Be able to walk, bend, stand, squat or sit on the floor. Be able to reach with hands and arms. Be able to talk, see or hear. Be able to walk, climb or hike daily. Be able to physically respond quickly in an emergency.

Work Environment

Be actively engaged and involved with children each day including planning daily outdoor time in all ranges of temperatures or humidity levels, subject to safety guidelines. Understand the risk of exposure to blood and bodily fluids and use universal precautions in such instances. Be able to travel to various locations for field trips and outings.

Approved by:	
Date approved:	