



POSITION DESCRIPTION

Title: Summer Camp Program Assistant
Work Schedule 30 hours per week, M-F 7:00AM-1:00PM or 12:00PM-6:00PM
Program Date: June 17-August 16, 2019
Report to: Camp Director

DESCRIPTION OF POSITION

Concord Recreation is actively seeking a highly motivated and responsible go-getter to join our summer camp team as a Program Assistant. This job will entail a mixture responsibilities including overseeing the Extended AM/PM program, organizing paperwork, supporting camp specialists, helping with daily camper photos, collecting attendance sheets, organizing camp supplies, etc.

PRIMARY DUTIES

- Oversee the Extended AM or PM program depending on shift hours.
- Assure that all campers are signed into program and are participating in age appropriate activities during program hours.
- Set up and break down Extended AM or PM activities assuring space is clean when done.
- Help with day to day tasks including camp sign in/sign out, last minute purchases, specialist and special events set up and break down, marketing and photos.
- Attend field trips, as needed.
- Support office staff with administrative needs including filing, phone calls, collections, etc.
- Serve as a counselor or other staff person in the absence of other employees.
- Enforce rules, regulations, and policies to assure safety of all children in attendance.
- Build relationship with campers to foster friendly, supportive and nurturing group dynamics.
- Maintain a practice of stewardship for recreation property including proper accounting and storage of all camp equipment.

RECOMMENDED MINIMUM QUALIFICATIONS

- An easy going, fun loving personality;
- A desire and ability to work well in teams;
- An "all hands on deck" mentality;
- Confidence and presence in both group and one-on-one settings;
- Ability to communicate with various stakeholders and solve complex problems; and
- A personality and character that exudes leadership, flexibility, trustworthiness, creativity, energy, inspiration and positivity.

Education and Experience

- Enrolled in high school or pursuing a degree in recreation, education, or related fields.
- Prior experience working at a summer camp, preferred.
- Experience teaching or running recreation programs, preferred.

Special Requirements

1. Must be 16 years of age or older.
2. CPR and first aid certified (recertification available during staff training).

COMPENSATION

\$12-\$15/hour based on experience.

To apply for this position, please visit www.concordma.gov/jobs to fill out our online employment application form and submit along with your resume, cover letter, and copies of your current certifications. **Questions? Contact Mardi Hutchinson, Recreation Supervisor, at 978-287-1054.**