



TOWN OF STANDISH, MAINE POSITION DESCRIPTION



JOB TITLE: Summer Camp Director/Assistant Director

DEPARTMENT: Parks & Recreation

TYPE: Summer Seasonal Worker (not exceeding 40 hrs/week between mid-June and early August)

RATE OF PAY: \$18 - \$23/hour based on experience

GENERAL PURPOSE:

Direct the Standish Parks and Recreation Department's summer camp program for participants in grades K-8. Lead on the day-to-day planning and running of the program and supervision of program participants. This position is a summer seasonal position. Working a maximum of 40 hours per week, between 7:30am-5:30pm, Monday through Friday, mid-June to early-August. This is a seasonal position and is not eligible for employee benefits other than workers compensation and FICA.

SUPERVISION RECEIVED:

This position reports directly to the Parks & Recreation Assistant Director.

SUPERVISION EXERCISED:

This position will supervise the camp staff on a day-to-day basis and ensure the safety of its participants.

ESSENTIAL JOB DUTIES:

- Lead the day-to-day planning and operations of the program and the supervision of staff and participants.
- Lead in ensuring activities and operations reflect best practices, specifically around child and adolescent physical development, emotional development, and safety.
- Lead in ensuring all programming provides an inclusive experience that is developmentally appropriate for all of the participants.
- Work in conjunction with other program staff, contractors, and community partners to support positive camp experiences.
- Ensures compliance of the Town of Standish's policies and procedures.
- Ensures the school and other program areas used are safe and clean for the duration of program use.
- Assist in leading internal meetings for staff within the camp.
- Attends internal meetings as identified by Parks & Recreation Assistant Director.
- Be available to work Monday through Friday, beginning in mid June and ending in early August.
- Be available to lead and attend staff training in early June.
- Be available to meet with the Parks & Recreation Assistant Director and assist in planning the summer camp calendar and activities.
- Ability to complete DHHS health & safety training within 90 days of hire.
- Additional responsibilities as assigned by full-time members of the Parks & Recreation department.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude from the position if the work is similar, related, or a logical assignment to the position.

DESIRED MINIMUM QUALIFICATIONS:

There are no minimum qualifications for this position. However, additional experience being an Ed Tech, Teacher, or Child Care provider would be welcomed.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Successful experience and ability to work with children and adolescents in grades K-8 in a formal or non-formal setting.
- Excellent interpersonal, organizational and communication skills.
- Ability to work independently and being a dynamic team member that others can rely upon.
- Ability to be reliable and project a positive and professional image and attitude.
- Knowledge of and ability to follow all safety regulations and protocols.

SPECIAL REQUIREMENTS:

- Pass a Fingerprint-based Background Check
- Complete all health and safety training
- Have the skills and knowledge to be able to communicate, interact, and positively challenge children and adolescents.

PHYSICAL DEMANDS:

- Able to swim or paddle in the ocean, a lake, or a pond on a daily basis
- Able to run, move, and be on your feet for 8 hours each day for the 7-week program.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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 and physical demands (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.