

**TOWN OF STANDISH, MAINE  
POSITION DESCRIPTION**

**JOB TITLE:** Summer Camp Director/Assistant Director

**DEPARTMENT:** Parks & Recreation

**TYPE:** Summer Seasonal Worker (not exceeding 40 hours per week between mid June and early August)

**RATE OF PAY:** \$18 - \$20/hour based on experience

**GENERAL PURPOSE:**

Lead in the delivery of 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 and will receive day-to-day supervision from the Parks & Recreation Assistant Director.

**SUPERVISION EXERCISED:**

This position will supervise the Camp Counselors on a day to day basis at the camp they are leading.

**ESSENTIAL JOB**

- Lead the day to day planning and operations of the program and the supervision of its staff and participants.
- Lead in ensuring activities and operations reflect best practices, specifically around child and adolescent physical and emotional development and child and adolescent safety.
- Lead in ensuring all programming provides an inclusive experience that are developmentally and culturally appropriate for the participants.
- Work in conjunction with other program staff, contractors, and community partners to support participants to provide positive camp experience.
- Ensures compliance of the Town of Standish's policies and guidelines.
- Ensures the school and other program areas used are safe and clean before, during, and after use.
- Lead internal meetings for staff within the camp.
- Attends internal meetings as identified by Parks & Recreation Assistant Director.
- Additional responsibilities as assigned by the 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 to planning the summer's activities.
- Ability to complete DHHS health & Safety training within 90 days of hire.

*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, if an applicant is currently employed as a teacher, Ed Tech, social work, or other related field that would be a plus.

#### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

- Successful experience and ability to working 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, along with 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.
- Have the skills and knowledge to be able to communicate, interact, and positively challenge parents/caregivers and staff.
- Have 5 years of professional experience working with children and adolescents in a formal or informal setting.

#### **PHYSICAL DEMANDS:**

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