



25215 West River Rd.
Grosse Ile, MI 48138

Title: Assistant Camp Director

Classification: Part-time Seasonal

Wage: \$12.00 per hour

Reports to: Recreation Director/Camp Director

The Grosse Ile Recreation Department is seeking qualified applicants for a part-time, seasonal Assistant to the Camp Director. This position is for persons 18 years of age or older who have experience and training with school aged children. This position is directly responsible and accountable for all group situations, safety and the well-being of the campers, along with assisting the Director with scheduling, activity planning and overall camp operation when the Director is not present. Must be certified in CPR/AED and First Aid.

General Duties:

- Understanding and administering all camp policies and procedures.
- Ability to work with children to grow in character, experiences and insights.
- Knowledge in the area of developing and administering camp programs and planning.
- Oversee the health, well-being and safety of all campers at all times.

Specific Duties:

- Must be 18 years of age.
- Experience working with children.
- Experience in planning age appropriate activities, along with enforcing camp safety rules and regulations.
- Ability to adapt to certain environments such as the outdoors and aquatics.
- Must be enthusiastic and dependable.

Responsibilities:

- Work with all camp staff and campers each day and deliver a safe, growing, fun camp experience.
- Work with other staff members in a positive and supportive manner.
- Evaluate camp programming and staff.
- Greet campers and families upon arrival and orientate them to camp.
- Communicate to all campers/staff the rules and emergency procedures.
- Plan and execute camp activities.
- Participate in all camp activities in a positive and nurturing manner.
- Must attend all camp meetings, orientations, and trainings.
- Report any suspicion of child abuse to your camp director and discuss it with no one else.

- Help out where needed in any area of camp to contribute to the successful operation of the camp.

Training, Experience, Certifications:

- Bachelor's degree preferred
- 2-3 years' experience working with children
- CPR/AED and First Aid Certification is required

Ability to:

- Provide training, coaching and staff development
- Maintain accurate camp records for the State of Michigan
- Serve as a strong role model who motivates and inspires employees.
- Utilize sound judgement and decision making skills based on experience, policy and procedure or knowledge of the setting.
- Provide excellent customer service.
- Adjust to multiple demands, shifting priorities, ambiguity and change.
- Communicate effectively both orally and in writing.
- Handle all emergencies in a calm, professional manner.
- Stand and walk approximately 85%-95% of the shift.
- Adapt to outdoor environments such as heat, sun, rain, and wind.
- Lift and carry 10-65 lbs., ability to move freely throughout the facilities.
- Computer knowledge to develop flyers, schedules, and email communication.