



Town of Belmont

Office of Parks & Recreation

PO Box 310, 143 Main Street, Belmont, NH 03220
Phone & Fax (603) 267-1865
www.belmontnh.org

Job Description: Assistant Summer Camp Director

Starting Salary: \$14 per hour

Position: Seasonal Part-time

Hours: Monday-Friday 8AM-4:30 PM, hours vary, 37-40 hours per week—10 weeks starting 6/13 for camp preparations.

Qualifications:

- Must be at least 18 years of age
- High School Diploma or equivalent
- Early Childhood Education, Physical Education or related field is preferred
- Combination of education and experience that indicates an ability to meet the requirements of the job are also acceptable
- Experience dealing with parents in a professional and tactful manner
- Criminal Background Check approval is required
- Certification of First Aid and CPR techniques, or willingness to obtain
- Ability to impose discipline
- Ability to be outdoors and lead and participate in physical activities
- Ability to effectively communicate with camp participants, parents and staff
- Knowledge of relevant laws, department policies and procedures, and program objectives
- Skill in working with youth
- Skill in speaking to groups and making presentations
- Skill in serving diverse populations, such as persons with disabilities
- Skill in record keeping
- Skill in large group management, scheduling, time management and resourcefulness
- Skill in leadership and the coordination of staff and participants
- Skill in use of computers

Supervision Received: Works under the general supervision of the Recreation Director and Summer Camp Director who make work assignments, and evaluate performance based on safety procedures and completion of assigned tasks in accordance with instructions.

Supervision Exercised: Supervises Camp Counselors, Counselors in Training, and Campers

Essential Functions:

- Oversee maintenance of daily log, attendance, activities, participants, events, accident/injury, and medications
- Adhere to and administer program policies and procedures in the employee and camper handbooks
- Acts as a leader and mentor to counselors, providing guidance and opportunities to grow
- Communicate with parents and deal with parental concerns
- Assist with developing and implementing enrichment activities for summer camp participants
- Assist with managing inventory and purchasing supplies
- Manages disciplinary issues as needed
- Oversee procurement of cash and check payments as needed
- Work requires some physical exertion
- Other duties as assigned

Please direct questions to: Danielle St.Onge, Recreation Director
recreation@belmontnh.org