



TOWN OF MONROE

PARKS & RECREATION DEPARTMENT

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Director of Parks & Recreation
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JOB DESCRIPTION

Job Title:

Summer Fun Days Assistant Camp Director

Reports To:

Recreation Program Supervisor and SFD Camp Director

Department:

Parks & Recreation

Union Affiliation:

N/A

FLSA Classification:

Non Exempt (Seasonal)

DESCRIPTION

I. Job Summary

Assist with the development and coordination of the Monroe Summer Fun Days Camp for children ranging from pre-school through 8th grade

II. Essential Duties and Responsibilities

- Assist in the planning and development of the weekly group schedule and manage age appropriate group activities within that schedule with Camp Director.
- Assist with weekly newsletter/schedule of events to parents; answer phone and email messages in a timely manner.
- Assist with all sign in/sign out forms for the program.

- Assist and inform parents about matters regarding their child and the program; always maintain positive relationships with parents.
- Submit trip receipts, first aid reports, and any other program related materials in a timely fashion.
- Supervise lunch time with campers.
- Assist activity specialists during program rotation.
- Participate with campers and other staff in whole group and small group camp activities designated by Director.
- Abide by all camp rules and codes of conduct.
- Work with counselors and activity specialists to plan age appropriate activities for non-planned time (games, sports, special events, etc.).
- Attend all staff meetings and assist in cleanup at end of the day, after lunch, and the last day of camp.
- Ensure that all participants are supervised and safe on field trips and at aquatic areas.
- Perform other duties as assigned by the Camp Director/Recreation Program Supervisor.
- Oversee the Counselor In Training Program (CIT) and communicates camp needs to them.

III. **Minimum Qualifications**

- A. Education: Associate/Bachelor Degree or equivalent in Education or Recreation. Current Red Cross Standard First Aid, CPR and medical administration certification by start of Camp.
- B. Experience: Minimum 18 years of age, preferably 21 years or older. Two or more year's prior experience working with pre-school through middle school age children.
- C. Skills and Abilities: Proficient in computer skills. Dedication to putting the well-being of children first. A good role model of high integrity committed to the Monroe Summer Fun Days Camp Program. Ability to work as a team member, be flexible, and learn from feedback. Ability to work the entire summer camp season with minimal time off.
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IV. **Physical Requirements**

Ability to interact with children during activities including stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl. May be required occasionally to lift up to 25 pounds.

V. **Work Environment**

Outdoor summer camp setting including schools, parks, pool/lake areas and field trips.