

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
March 21, 2018

Job Title: Assistant Camp Director of Adventure Camp
Department: Recreation
Salary Range: \$12.88 hourly
Hours: M-F; varies (June 4 – August 20, 2018)
Application Deadline: Open until filled

GENERAL DEFINITION AND CONDITIONS OF WORK:

The Assistant Camp Director oversees the general operations of the camp; plans, directs and supervises the adventure camp program and staff. Strong organizational skills are required. Must be a good listener, observant, enjoy outdoors, physical activity and have the ability to lead a team. Public relations skills necessary to help communicate about the camp to parents and the outside community. Position requires accountability, reliability, physical endurance and a commitment to working with children. The position requires over 40 hours of physical activity per week including but not limited to: white water rafting, rock climbing, cycling, zip lining, high course ropes and jumping. This position requires a valid state issued driver's license. The Assistant Director of Adventure Camp reports to the Child Care Supervisor/Camp Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Assists with pre-camp orientation and training;
- Provides supervision of staff and campers on trips;
- Executes daily scheduling and planning;
- Directs camp staff in the implementation of programs;
- Interacting directly with children and staff on a daily basis;
- Ensures proper supplies and equipment to implement a successful camp;
- Conducts weekly staff meetings;
- Responds swiftly to parents concerns;
- Assist in evaluating, mentoring and disciplining staff;
- Adhere to accurate camp record keeping practices (i.e. attendance and transportation);
- Assists in the post-camp evaluation of program and staff;
- Prepares a written, detailed report that includes recommendations for next year;
- Administers CPR and first aid when necessary;
- Constantly alert to protect health and safety of all campers;
- Conducts oneself in a professional manner at all times as a representative of the Shaker Heights Recreation Department;
- Abides by city policies and procedures;
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of child care practices and techniques; knowledge of children's developmental, social growth expectations and needs; general knowledge of health, safety, CPR and first aid preferred; skilled in working with children and teens; ability to develop plans and programs for individual development; ability to establish and maintain standards of behavior; ability to present material effectively, both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with course work in early childhood education and considerable experience in ability to communicate effectively and exchange important information with parents; staff, students and associates.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The City of Shaker Heights does not hire external candidates who use any form of tobacco or nicotine products.

PLEASE FILE APPLICATION AND/OR RESUME WITH THE CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OHIO 44120. (APPLICATIONS ARE AVAILABLE ONLINE AT SHAKERONLINE.COM, AT THORNTON PARK AND ALSO AT CITY HALL).

E-mail: human.resources@shakeronline.com EQUAL OPPORTUNITY EMPLOYER