

Department: In all Civil Divisions

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Classification: Non-Competitive (Seasonal)

DOCUMENT

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Grade: \_\_\_\_\_

### **ASSISTANT DAY CAMP DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting the director in the administration of a comprehensive recreation program. Employees in this class assist in organizing and directing a recreation program suitable to the interest and needs of a variety of age groups. Work is performed under the general direction of the Camp Director with wide leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of subordinate staff. The incumbent does related work as required.

#### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Assists in directing, planning, and promotion of an athletic and recreation program suitable for a wide range of interests and age groups;
- Assists in the supervision, operation and maintenance of the recreation centers and playgrounds;
- Confers with the Camp Director or Youth Commission on matters of finance, size and scope of the program;
- In assisting the Director, maintains a close working relationship with schools, churches and other recreation oriented organizations to insure maximum program efficiency;
- Periodically reports to the Director or Commission on progress plans for improvement of and problems encountered in the recreation program;
- Assists in scheduling paid or volunteer help for supervisors and may personally conduct a recreation program;
- May assist with preparation and distribution of publicity and new release material and may speak to civic groups on recreation and athletic matters;
- Assists in the purchase and maintains an inventory of recreational supplies and equipment required for the recreation program;
- Prepares and submits cost estimates for various programs to the responsible Board or Commission and directs the execution of the approved budget;
- Prepares a variety of records and reports.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of recreation administration theory and practices; good knowledge of planning and practices relative to acquiring and equipping recreation areas and facilities; good knowledge of the principles and practices of leisure recreation; ability to plan, promote, organize and supervise a comprehensive recreation program; ability to

communicate and cooperate with civic organizations and the general public; ability to speak effectively before groups; ability to plan and supervise work of others; ability to write clearly and concisely; sound judgment; physical condition commensurate with the demands of the position.

ASSISTANT DAY CAMP DIRECTOR - CONTINUED

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one season of administration and/or supervision of experience in camping; or
- (B) Be at least 21 years old and one season of administration and/or supervision of experience in camping; or
- (C) Be at least 18 years old and have two seasons of experience as a Camp Counselor; or
- (D) An equivalent combination of training and experience as defined by the limits of (a).

NOTE: Season means the annual duration of an organized recreation or athletic program (e.g. summer playground program).

REVISED: 04/14/2010