

**MERRIMACK PARKS & RECREATION  
NATICOOK DAY CAMP  
ASSISTANT CAMP DIRECTOR**

**JOB SUMMARY:** The Assistant Camp Director assists the Camp Director with the oversight and management of all aspects of Naticook Day Camp. The Assistant Camp Director will directly manage the Camp Activity Specialists and will plan, develop and implement all Camp Special events.

**SUPERVISION RECEIVED:**

The Assistant Camp Director works under the direction of the Camp Director.

**SUPERVISION EXERCISED:**

Assist the Camp Director in managing a seasonal staff of approximately 40 employees.

**GENERAL RESPONSIBILITIES:**

- Assist the Camp Director in planning, supervising and leading Naticook Day Camp.
- Assist the Camp Director in planning, directing and supervising the daily operations of the Naticook Day Camp program and create a high energy, fun and creative experience for campers.
- As a member of the Camp Leadership Team work to plan, develop and implement a wide variety of Camp activities and special events.
- Provide support to the Camp Activity Specialists while providing guidance to ensure they have appropriate and well thought out lesson plans for each day.
- Assist in the preparation and facilitation of Camp Staff orientation and hold weekly staff meetings with on-going learning opportunities.
- Monitor safety of all campers and staff and work with Camp Director to manage disciplinary issues as needed.
- Establishes positive rapport and on-going communication among staff, campers and their parents.
- Ensure that the Camp is running smoothly on a daily basis.
- Manages inventory and requisitions supplies in a timely manner.
- Prepare an evaluation and summary of current season including inventories, staff evaluations, and recommendations for improvements the following season.
- Serves as the acting camp director in his/her absence.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Skills in communication, leadership and public relations
- Knowledge of the development stages of children in Grades K – 8
- Ability to train and motivate staff
- Ability to think critically and make sound evaluations
- Ability to connect with campers and staff members
- Flexible and willing to try new ways of doing things
- Ability to observe camper behavior assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Ability to multitask

**MINIMUM QUALIFICATIONS REQUIRED:**

- Must be at least 21 years of age.
- At least 2 years of leadership experience in a Day Camp or Sleep Away Camp setting.
- Experience supervising employees and planning special events.
- Current CPR and Standard First Aid certifications or willingness to obtain.
- Experience dealing with parents in a professional and tactful manner.
- Be resourceful and flexible in many situations and be able to think critically to identify and respond to hazards.

The Assistant Camp Director works in an indoor/outdoor environment and is often required to do several tasks expeditiously and concurrently. This position will require a great deal of interaction children and with the public. Position is 40 hours per week beginning in late June with some pre-season planning and training hours required. The Camp program runs thru Mid-August. Pre-season hours are flexible in nature.

**Cognitive and Sensory Requirements:**

Talking: Necessary for communicating with others  
Hearing: Necessary for taking instructions and receiving information.  
Sight: Necessary for doing job effectively and correctly.

**During an 8 hour day, employee is required to:**

**Consecutive Hours**

Sit 1 2 3 4 5 6 7 8  
Stand 1 2 3 4 5 6 7 8  
Walk 1 2 3 4 5 6 7 8

**Total Hours**

Sit 1 2 3 4 5 6 7 8  
Stand 1 2 3 4 5 6 7 8  
Walk 1 2 3 4 5 6 7 8

**Environment:** Inside 50% Outside 50%

**Equipment Used:** Computer, telephone, copy and fax machine, maintenance equipment, truck, and gaiter.

**Hand Manipulation**

Grasping: Frequently required  
Handling: Frequently required  
Torquing: Frequently required  
Fingering: Frequently required

Controls and Equipment: Computer, calculator, copy machine, fax machine, telephone.

**Licensure / Certification Requirements:**

**Other Training, Skills and Experience Requirements**

None

**Specific Vocational Preparation Requirements:**

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days
- 3. 30 – 90 days
- 4. 91 – 180 days
- 5. 181 days to 1 year
- 6. 1 to 2 years
- 7. 2 to 4 years
- 8. 4 to 10 years
- 9. Over 10 years

**Physical Activity Requirements**

**Primary Physical Requirements**

Lift up to 10 lbs. : Frequently required  
Lift 11 to 25 lbs. : Frequently required

Lift 26 to 50 lbs. : sometimes required  
Lift over 50 lbs. : sometimes required  
Carry up to 10 lbs. : Frequently required  
Carry 11 to 25 lbs. : Occasionally required  
Carry 26 to 50 lbs. : Occasionally required  
Carry over 50 lbs. Not required

Reach above shoulder height: Occasionally required  
Reach at shoulder height: Frequently required  
Reach below shoulder height Frequently required

Push / Pull: Occasionally required.

### **Other Physical Considerations**

Twisting: Frequently required  
Bending: Frequently required  
Crawling: Occasionally required  
Squatting: Occasionally required  
Kneeling: Occasionally required  
Crouching: Occasionally required  
Climbing: Occasionally required  
Balancing: Occasionally required

### **Work Surface (s)**

Standard office desk and chair, wood, carpeted, and tile floors, paved and unpaved roads, loose sand and dirt surfaces, rough terrain, beach environment, winter condition surfaces.