

Town of Rollinsford, New Hampshire

Job Title:	Camp Rolly Assistant Director
Department:	Rollinsford Recreation
Supervisors:	Delegate(s) of Rollinsford Recreation Committee/Rec Director, Select Board
Salary:	Up to \$520 per week
Hours:	Monday – Friday, 7:30am – 5:30pm

Job summary

The Assistant Recreation Director works closely with the Recreation Director in the management of Rollinsford's Camp Rolly. Prior experience working with children is preferred. Excellent organization and communication skills are required. Specialized skills in the following areas: special events, arts and crafts, sports, games and working with school aged youth.

Job functions

- Works under the general supervision of the Director
- Responsible for planning daily camp activities with the Director's input and approval.
- Responsible for maintaining inventory & ordering supplies, before, during and after camp season.
- Responsible for the supervision, safety and accident prevention of all-day camp staff and participants
- Required to adhere to all guidelines outlined in the Summer Camp Employee Manual.
- Responsible for assisting in seasonal, weekly, and daily implementation of the day camp program.
- Responsible for the organization, maintenance and cleanliness of the day camp facilities, supplies and equipment. Also, distribution & collection of day camp handouts and parent release forms for field trips.
- Required to perform daily check-ins, the filing of completed accident and incident reports when necessary and informing the Recreation Director of any issues or concerns that may require immediate attention.
- Required to document weekly staff hours and turn into the Director for approval.
- Acts as a liaison between the Recreation Department, campers and parents.
- Oversees Camp Counselors in accordance with Town policies and procedures in the absence or at the direction of the Director.
- May be required to lift items that weigh more than 25 lbs.
- Must be available all 8 weeks of camp.

Minimum Qualifications

- High School or GED diploma required.
- 2 - 4-year college degree in related field preferred.
- Prior camp experience preferred.

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(Camp Rolly Assistant Director, continued)

Minimum Qualifications *(continued)*

- Must be 18 years of age; 21 preferred.
- Subject to background check.
- CPR/First Aid Classes required.
- Valid Drivers' License required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description does not create an employment contract, implied or otherwise.

Please forward resume & cover letter to:

Rollinsford Recreation
C/O Rollinsford Select Board
P.O. Box 309
Rollinsford, NH 03869

(Last revised March 18, 2019)