

Camp Rolly- Recreation Aide

Job Description

Job Type: Seasonal

Hours: 8-40 hours weekly. Hours may vary.

Duration: 7 weeks of camp, plus training

Salary: Community Service Hours and then \$8/hr

Schedule: 8:30am-4:30pm

Location: Rollinsford Grade School, Rollinsford, NH

GENERAL

This position will assist all levels of summer camp staff in various functions in all summer camp programs, activities and events. This is an entry-level position within the Recreation Department and is designed to be a learning experience for employees starting out in the job market.

SUPERVISION RECEIVED

Direct supervision may be received from the Senior Counselor, Activities Coordinator, Camp Director, and Recreation Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Responsible for assisting staff members in the day-to-day operations of the program.
2. Responsible for equipment needed in different activities (taking out balls, bats, etc.) and returning to the proper place at the end of activities.
3. Responsible for ensuring all recreation programs are run in accordance with departmental policies and procedures.
4. Responsible for assisting in running the Camp Store.
5. Responsible for reporting all infractions or issues to the immediate supervisor.
6. Responsible for helping maintain a safe and clean environment.
7. May shadow Senior Councilors for learning experience.
8. Responsible for assisting with activities when requested by senior staff.
9. Must be able to attend all staff training dates and meetings.
10. Responsible for assisting other staff in any task that will enhance the camp.
11. Responsible for assisting with special events and activities.
12. Responsible for assisting senior staff with lunch duties—includes cleaning up.
13. Responsible for performing related duties as required.
14. Responsible for knowing and understanding the theme days and participating by dressing up, etc.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

1. Minimum age of 14 years old.
2. Must possess maturity, flexibility, a strong work ethic, and the ability to have fun.
3. Must adhere to the proper dress code and guidelines.
4. Must be able to provide a valid State of New Hampshire or State of Maine Work Permit if under 16 before being scheduled for paid work shifts or paid training.
5. Must enjoy working with youth and being outside in all weather.
6. Must have a working knowledge of a variety of recreation activities.
7. Must be able to follow directions from senior staff members and people of authority.
8. Must be comfortable in the water and have the ability to swim, preferably at an ARC level four or higher. Swimming with campers and assisting with supervision of campers while in the water is a requirement of this position.

***Three letters of recommendation from non-family members stating why you are a great candidate for this position must accompany the Employment Application.**

Educational Requirements

Successful completion of 8th Grade and enrolled in school.

**You must request all time off, and inform me of all availability issues by June 1st.

For further questions please feel free to contact Kate Sanderson, Recreation Director via email- kate.sanderson@rollinsford.nh.us