



Assistant Camp Director (Seasonal)
Mission Summer Camp & Tween 'N Teen Summer Camp
City of Mission Parks & Recreation Job Description

Overview:

The Assistant Camp Directors will assist the Camp Directors in implementing the Mission Summer Camp (Ages 5- 10) & Tween 'N Teen Camp (Ages 10-15). Employment will run May through August 4, 2017 (this includes training). The Assistant Camp Directors shall provide supervision and direction to group leaders, assistant group leaders, volunteers, guests, and participants. The Assistant Directors shall help set up and supervise all activities during all hours participants are present. Possible Number of Positions 2-4.

Salary:

Position starts at \$10.00/Hour.

Minimum Qualifications:

1. Is 18 years of age or older.
2. Taken 60 academic credit hours at a college or university level.
3. Or, has a combination of 30 academic credit hours and six months of job-related experience.
4. Demonstrates administrative ability, knowledge of regulations governing school-age programs, and the skill to supervise the business operation of the program.
5. Must demonstrate administrative ability to schedule and supervise 10-15 staff members; schedule group rotations; plan and lead activities; and conduct positive relations with parents, participants, and other personnel.
6. Must possess the skill to supervise the business operation of the program by completing all paper work on time.
7. Must have the skill and ability to carry out the program activities.
8. Must have the capability to foster positive, healthy relationships with children and youth.
9. Must be certified in CPR and First-Aid.

Job Duties, Knowledge, Skills and Abilities:

1. Must have an understanding of age-appropriate activities and services.
2. Must have the ability to foster positive, healthy relationships with children or youth.
3. Ensure the safety of the participants per MSC/TNT and KDHE operational guidelines.
4. Must have the ability to communicate clearly with all personnel, parents, and participants.
5. Assist with checking in and out of participants.
6. Properly collect and turn in money for pool concession stand.
7. Work with the Camp Director to complete a monthly newsletter.
8. Assist the Groups with scheduling, programming and implementation of programs and activities.
9. Attend all orientations and meetings.
10. Complete and turn in all assigned paper work on time.
11. Know, follow, and enforce all discipline/behavior policies and procedures.
12. Adhere to medication policy and possibly attend training to dispense medication & administer epi-pens.
13. Adhere to late pick-up policy.
14. Inspect and clean all designated program areas. Ensure a safe environment for all participants, parents, and staff.
15. Maintain and care for equipment and facility.
16. Document all situations, disturbances and problems at camp and report to the Camp Director.
17. Must consistently model professional demeanor.
18. Complete any other job duties as assigned.

How to Apply:

Visit www.missionks.org, and select 'Job Openings' under 'Work' at the top of the page. Click on Summer Camp Employment Application to print and fill out the application. The recruitment period will stay open until all positions are filled. Interviews will be scheduled after we review your application. Interviews will be held on or around Spring Break.

About the City of Mission Parks & Recreation:

The City of Mission is located in northeastern Johnson County, Kansas. This area of eastern Kansas ranks as one of the top growth areas in the State, and the country. The City lies adjacent to a major transportation corridor, Interstate 35, and is accessible to the entire Kansas City metropolitan area. Mission boasts a population of slightly under 10,000.

The City of Mission Parks & Recreation manages the Sylvester Powell Jr. Community Center; an 80,000 square foot family recreational facility that serves the health and fitness needs of patrons offering increased vitality of fitness to the refreshment and new skills in classes and programs.

Sylvester Powell Jr. Community Center features include a separate Aerobics/Dance Room, two Gymnasiums, a Natatorium with Steam Room, Sauna and Spa, a full service Weight Room, a separate Cardio and Fitness Room, Racquetball Courts, an Indoor Walk/Run Track, Birthday Party Room, Classrooms and a Conference Center. The Sylvester Powell Community Center is an excellent site for business or social gatherings and includes audiovisual technology. The Parks & Recreation Department offers exceptional service and strives to exceed customer expectations at every transaction.

The City of Mission Parks & Recreation prides itself on the success and quality of their Mission Summer Camp and the Teen Summer Camp. The Mission Summer Camp serves up to 130 children a week and the Teen Summer Camp serves up to 50 children per week. Both programs offer exciting and challenging environments for staff. Positions in the programs include: Camp Director, Assistant Camp Director, Head Counselor and Counselor.

More Information:

For more information on these positions for the Mission Parks & Recreation Department, please contact Sarah Sooter, Recreation Program Coordinator, at (913) 722-8223 or at ssooter@missionks.org.