

Town of Redding Park & Recreation Department

TITLE: Extended Day Assistant Director/Camp Director

OBJECTIVE:

Acts as the Assistant to the Director of Extended Day Programs; plans and supervises all aspects of School Vacation Camps, Summer Camp and special events for adolescence and teens. Position reports to the Director of Extended Day programs and the Director of Recreational programs.

ESSENTIAL FUNCTIONS

- In coordination with the Director, assists in all aspects of the operation of Extended Day Programs, a childcare and enrichment program for grades K-8. This encompasses planning, supervision and scheduling for the program that includes arts and crafts, snack, homework time, sports, games and activities
- Assists in supervision of children and staff, maintaining a high level of safety, security, discipline, and enthusiasm, with children, staff, parents and school personnel.
- Demonstrates awareness of community needs and recreational program choices.
- Performs office duties including program registration, email, voicemail, checking participation reports, regular contact with school office, teachers and parents; compiles daily job charts and schedules for staff, assists with planning and execution of staff orientation, monthly meetings and training.
- In conjunction with Director of Recreational Programs, plans and supervises summer camps, vacation camps and special events; including hiring staff, ordering supplies, creating press releases, event promotion, related printed material and social media.
- Develops and maintains an awareness of all Park and Recreation department's programs and functions.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Child and teen development.
- Principles and practices of recreation and leisure services.
- Computer experience using Microsoft Office software, the internet, social media as well as the ability to learn specialized Park and Recreation software.
- Effective communication skills both verbal and written.
- Planning both short and long-term recreational programs.
- Establishing and maintaining effective working relationships with supervisors, co-workers, subordinate staff, other agencies, program participants and the general public.

REQUIRED EQUIPMENT OPERATION

- Operates assigned recreation vehicles, specialized computer systems, copiers, fax machine, laminator, email and voice mail.

REQUIRED PHYSICAL EFFORT

- Sitting at a desk.
- Walking to or standing at a specified work area.
- Performs required work tasks continuously for extended periods of time.
- Traveling by bus to program site.
- Travel to off-site meetings and trainings.
- Lifting and moving boxes and equipment.
- Active indoor and outdoor sports.

REQUIRED QUALIFICATIONS

- High School Diploma and at least two years related experience.

PREFERRED QUALIFICATIONS

- Related College Degree and 2 years related experience.
- First Aid, CPR, Epi Pen, Administration of Medicine certifications.
- Training and/or experience with individuals with special needs.

HOURS

- Full-time year round position with benefits*
(*benefits listed in Town of Redding employee handbook)
- Follows a 5 day per week schedule
- 35 hours per week with additional hours occasionally available*
(*need prior approval and not to exceed 40 hours per week)
- General school year hours 10:45am-6:15pm with a ½ hour lunch = 35 hrs
 - Additional monthly two hour evening staff meeting
- General Camp Hours 8:45am-5:15pm with ½ lunch = 40 hrs
- Hours subject to change and may occasionally include an evening or weekend

COMPENSATION

\$23.00-25.00/hour D.O.E

Interested parties should fill out an application, which can be found on the Town website: townofreddingct.org, and deliver in person or via mail to:

Park & Recreation Dept, Attn: Rob Blick, Town of Redding, PO Box 1071 Redding, CT 06875

or, via email to: rblick@townofreddingct.org

Town of Redding is an Equal Opportunity Employer

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