



TOWN OF BARRINGTON

NEW HAMPSHIRE

Recreation Department

Assistant Summer Camp Director

Job Description

Job Summary

Under the supervision of the School Age Coordinator and Camp Director; the Assistant Camp Directors are responsible for assisting with the administration and coordination of the Summer Camp Program held in Barrington, NH. This is an outdoor camp. The successful applicant will have prior leadership experience in a camp setting with a background in recreation. Excellent organizational and communication skills are required.

Position details:

- 40 hours per week
- Camp Dates: Monday – Friday: June 24 – August 16, 2024
- Staff Training Dates Required in May and early June TBD
- Camp Set Up: June 17-21, 2024

Supervision Received

Summer Camp Director

Supervision Exercised

Part-Time & Seasonal Staff

Examples of Duties and Responsibilities

- Works under the general supervision of the School Age Coordinator and Camp Director.
- Assist and participate in the implementation of staff training.
- Assist with the inventory of camp supplies and order any additional supplies required prior to the start of camp.
- Supervise and execute the Counselor in Training Program
- Assist in the daily setup, breakdown, and organization of camp areas.
- Assist the Camp Director in the planning of daily activities.
- Assist the Camp Director with the completion of an inventory report at the end of camp.
- Supervise the safety and accident prevention of all day camp staff and participants.
- Supervise participants, provide first aid when needed, resolve behavioral issues, and communicate with parents as needed.
- Adhere to all guidelines outlined in the Summer Camp Employment Manual.
- Assist in seasonal, weekly, and daily planning and implementation of the day camp program and have 'rainy day' schedules prepared.
- Organize and maintain the cleanliness of the day camp facilities, supplies, and equipment.
- Distribute and collect handouts and parent release forms for field trips.
- Perform daily check-ins with staff.
- Acts as a liaison between the Recreation Department, campers, and parents.
- Other duties as assigned.



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The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

Knowledge, Skills, and Abilities

- A College degree is preferred, a high school diploma or GED equivalent is required.
- A background in camp and/or college courses in recreation are preferred but not required.
- Knowledge of day camp settings.
- Excellent professional verbal and written communication skills.
- First Aid/CPR Certified or willingness to become certified.
- Other training may be required after employment begins.
- Completion of background check prior to hire.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Working Conditions and Physical Demands

Physical and Mental Requirements: Minimal physical effort generally required in performing administrative and finance duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift office equipment weighing 30 pounds. The employee is frequently required to use hands for gross motor, fine motor, and dexterity to grasp or utilize office equipment and to reach with hands and arms. The employee is frequently required to sit, talk, and hear. Specific vision requirements include close vision, distance vision, and adjust focus. Below is a more detailed account with the understanding the Town will make reasonable accommodations as outlined in the Americans with Disabilities act.



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Primary Physical Requirements	Other Physical Considerations
Lift up to 10 lbs.: Frequently required.	Twisting: Frequently required.
Lift up to 25 lbs.: Frequently required.	Bending: Frequently required.
Lift 26 to 50 lbs.: Occasionally required.	Crawling: Occasionally required.
Lift over 50 lbs.: Not required.	Squatting: Occasionally required.
Carry up to 10 lbs.: Frequently required.	Kneeling: Occasionally required
Carry 11 to 25 lbs.: Occasionally required.	Crouching: Occasionally required.
Carry 26 to 50 lbs.: Occasionally required.	Climbing: Occasionally required.
Carry over 50 lbs.: Not required	Balancing: Frequently required.
Reach above shoulder height: Occasionally required.	Work Surface(s)
Reach at shoulder height: Required.	Gymnasium floor, outdoors ground, standard office desk and chair. Carpeted and tile floors.
Reach below shoulder height: Required.	
Push/Pull: Frequently required	
Hand Manipulation	
Grasping: Frequently required.	During an 8 Hour Day Employee is Required to:
Handling: Frequently required.	Consecutive Hours Total Hours
Torqueing: Occasionally required	Sit: approximately 2 Up to 8
Fingering: Frequently required.	Stand: less than 1 Less than 8
Controls and Equipment: Computer, telephone, copy and fax machines, scanner, calculator, shredder.	Walk: less than 1 Less than 2