

# **CampCo Day Camps**

## **EMPLOYMENT OPPORTUNITY**

### **SUMMER DAY CAMP ASSISTANT SITE DIRECTOR**

**Assistant Site Director: \$23.00/hour**

**Summer Seasonal/Temporary: Up to 40+ hours per week**

#### **Primary Function:**

Summer Day Camp Assistant Site Director works as a team with the Site Director to lead and oversee a summer day camp of 50-80 campers (ages 5-12yo), camp counselors and teen CITs, to ensure a fun, safe, efficient, organized and memorable camp experience for all participants, parents, staff and CITs. Under direct and remote supervision from CampCo Management, Assistant Site Director trains, supervises, assists and evaluates Counselors, interacts with parents, leads activities, oversees break schedules and takes on Site Director duties during Director's breaks and days off.

#### **Work Hours-Summer:**

During the Summer, most staff work Mondays – Fridays for 40 or more hours per week. Camp usually runs for 10-11 weeks with trainings scheduled on various dates a few weeks prior to the start-date of camp. We ask that staff have availability to work through the full season with limited weekday time-off requests.

During the Summer, Assistant Site Director shifts are usually:

Monday – Friday, 8:45am-6:15pm      Lake Forest      -or-  
Monday – Friday, 9:00am-6:15pm      Lake Mission Viejo

#### **Experience/Training Required:**

- High school graduate and at least one year of college (30+ units), required.
- Associates degree in recreation, child development, education or similar major, preferred.
- Minimum of one year's experience working in a recreation program, day camp or classroom, preferred.
- Some experience supervising staff or volunteers, preferred.
- Participation at Staff Training dates as posted on our website, required.

#### **Licenses/Certificates:**

- Current American Red Cross First Aid & C.P.R. certificates, or to be obtained prior to the deadline listed on our website for the season of hire.
- Reliable transportation to the job site. May require possession of a valid Class "C" California driver's license.

#### **Examples of Duties:**

- Work as a team to train Camp Staff prior to and during summer.
- Create a safe, fun, positive, active and memorable summer for campers.
- Supervise & assign duties to Camp Counselors during day camp programs. Run break schedules.
- Assist Camp Counselors with the preparation, planning and leading of fun and creative crafts, games and activities.
- Lead and oversee large and small groups of campers in games, crafts, learning activities, songs, dance, skits, fishing, boating (LMVA only), swim time... following the pre-planned Camp Activities Packet and camp schedule.
- Oversee and assist with daily set-up and clean-up of camp including tables, chairs, games, fishing equipment, canopies, snack bar and other items. Oversee and assist with monitoring of facility cleanliness, inventory and upkeep of camp supplies/equipment.
- Oversee check-in/out at sites.
- Handle on-site roster/registration problems and questions from parents.
- Handle minor and major emergency situations (lost child, injured child, forgotten lunches, dismissal of problem child from the program, etc...)
- Assist Site Director with preparing Group Rosters and Break Schedules. Keep accurate and detailed records.
- Make quick & appropriate decisions when unexpected situations occur (i.e. inclement weather).
- Evaluate performance of Camp Counselors and CITs.
- Communicate with the public and staff in a professional and courteous manner.
- Handle emergency or unexpected situations. Use first aid skills, when necessary.
- Manage the duties of the Site Director on the director's occasional days off.
- Assist Management with various duties. Perform other duties as assigned.

**Knowledge of:**

- Age-appropriate indoor & outdoor crafts, games, swimming pool/water activities & educational activities (or the ability to acquire the knowledge at staff trainings).
- English usage, reading, writing, grammar, punctuation, spelling, etc...
- Principles of public relations and customer service.
- Appropriate safety precautions and procedures.
- Basic computer/cell phone app skills.

**Ability To:**

- Work independently and as a team with staff and coworkers in a positive manner.
- Be patient, helpful, flexible and caring with counselors, children, parents, coworkers and management. Be flexible to meet the needs of the campers and organization.
- Encourage positive camper and counselor behaviors through role modeling and positive discipline. Enforce rules in a positive, professional manner and take appropriate action when necessary.
- Follow a planned schedule of activities and keep the camp on schedule.
- Provide outstanding customer service.
- Utilize good judgment in analyzing situations carefully and adopting effective courses of action.
- Maintain cooperative working relationships with staff, participants, clients and the community.
- Ensure safety of personnel and participants. Understand safety issues; respond to critical incidents and act swiftly in emergency situations.
- Keep camp organized, efficient, clean and properly stocked.
- Create an environment where staff do great work while also having a fun, memorable summer.
- See the "Big Picture."
- Have a fun attitude and enjoy being a little silly!

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee often works in outside weather conditions. The noise level in the work environment is usually moderate when working the recreational activities.

**Application Procedure/Selection Process:**

Individuals wishing to apply must complete a CampCo application. **Applications will be accepted on an on-going basis until the positions are filled.** Resumes will not be accepted in lieu of a completed application, but are encouraged in addition to an application. For an application, visit our website at [www.CampcoDayCamps.com](http://www.CampcoDayCamps.com), complete our online application and submit by email.

Applications will be screened and applicants possessing the most desirable qualifications will be invited to participate in an oral interview with CampCo management. For some positions, a group activity interview and/or a questionnaire/exam may be required, in addition to oral interview. Prior to employment, the prospective candidate must successfully complete a thorough background check, which may include drug screen and fingerprinting. If selected, written identification showing entitlement to legal residence in the United States will be required.

**Equal Opportunity Employer:**

CampCo recruits and hires without regard to race, color, religious creed, physical or medical condition or handicap, sex, age, marital status, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

**Special Notice:**

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

**Information about CampCo Day Camps Inc.**

CampCo Day Camps started as a sole-proprietorship in 1998 and incorporated in 2023. CampCo provides high quality, fun, safe and educational day camps, afterschool programs and other recreation programs throughout South Orange County. CampCo programs are held in Mission Viejo & Lake Forest during the Summer and in San Clemente during the School-year. Occasionally, programs may be held in other locations in South Orange County.

CampCo employs 25-30 staff during the summer months and 5-6 staff during the school-year. CampCo is a great place for campers, students and staff! CampCo is proud that we have many staff return year-after-year, have many former campers/former students who work at CampCo as adults, and often have the children of former staff attending CampCo programs. **CampCo Day Camps may be contacted by telephone at (949) 643-9008.**

This job bulletin does not constitute an expressed or implied contract and provisions contained herein may be modified or revoked at any time without prior notice or agreement.