



BOROUGH OF BOUND BROOK

230 Hamilton St. • Bound Brook, NJ 08805
(732) 356-0833 • Fax: (732) 356-8990
www.boundbrook-nj.org

TITLE: Summer Camp Assistant Director

HOURS: Seasonal/temporary. Approximately 25-35 hours per week.

SALARY: \$17-22/hr

SUMMER CAMP JOB DESCRIPTION

This position is responsible for assisting the site supervisor and Summer Camp Director in direct planning, organizing and implementation of the Summer Camp Program at Codrington Park and the Recreation Center. Supervises, directs, and actively participates in a variety of recreational activities such as sports, arts and crafts, fitness, dance, drama, music, outdoor education, environmental education, special events, etc. Conducts activities with assigned groups as needed. The Assistant Director will fill in for the Director in their absence.

ESSENTIAL FUNCTIONS

- Perform tasks as assigned by the site director and/or group director.
- Carries out general departmental policies and oversees enforcement of rules and regulations.
- Observes safety standards and regulations and reports safety hazardous accidents and incidents.
- Is in charge in absence of Director.

REQUIREMENTS/QUALIFICATIONS

1. Applicants that are 18 years of age by the beginning of the program are preferred.
2. 1+ years of college, with a major in Recreation Education, or a related specialty, and related paid or volunteer work experience is preferable. A high school graduate or student, who has had proven successful employment in a summer camp program will also be considered.
3. Personal skills in the leadership of several broad types of recreational activities. Considerable knowledge of the problems involved in the leadership of several broad types of recreation activities.
4. Ability to use good judgement in relationships with campers, families, co-workers and supervisors.
5. First aid and CPR preferred.

SUPERVISORS:

Summer Camp Director

Recreation Program Coordinator

Director of Recreation

The successful candidate must pass a thorough criminal background check. Bound Brook is an Equal Opportunity Employer. Position will be posted until filled.