

Position Title: Part-Time Assistant Director – Summer Recreation Camp, Borough of Matawan

Location: Ravine Drive Elementary School

Duration: 6-week summer program starting June 30th to August 8th

Hours: 30 hours

Compensation: \$17.50 - \$20 an hour commensurate with experience

Position Summary:

The **Part-Time Assistant Director** will assist in the overall operation, management, and supervision of a 6-week summer recreation camp. This individual will work closely with the Camp Director to ensure smooth day-to-day operations, manage staff, and provide a positive, safe, and engaging environment for all participants. The Assistant Director will help implement recreational activities, assist with administrative tasks, and provide leadership to a team of counselors and volunteers.

Key Responsibilities:

- Assist the Camp Director in planning, organizing, and executing the summer program activities, including sports, arts & crafts, field trips, and special events.
- Supervise and provide guidance to the program staff, ensuring that safety standards, behavior expectations, and schedules are adhered to.
- Support staff with the preparation of materials and equipment for daily activities.
- Assist in managing participant registration, attendance, and any necessary documentation.
- Monitor the safety and well-being of all participants, ensuring a positive and inclusive atmosphere.
- Help manage participant behavior and resolve conflicts in a calm and professional manner.
- Lead and engage with participants during daily activities, encouraging participation and ensuring that all children are involved and having fun.
- Assist with communication between parents, participants, and program staff.
- Prepare and maintain daily reports, including incidents, attendance, and program feedback.
- Ensure that the program environment (indoor and outdoor spaces) is clean, organized, and safe.
- Provide feedback and recommendations to the Camp Director for improvements.

Qualifications:

- High school diploma or equivalent (college students or graduates in related fields such as Education, Recreation, or Child Development preferred).
- Previous experience working with children in a recreational, educational, or camp setting is preferred.
- Leadership abilities with a positive, enthusiastic, and motivating attitude.

- Strong communication and interpersonal skills.
- Ability to work well both independently and as part of a team.
- Ability to resolve conflicts and handle stressful situations calmly.
- Basic knowledge of safety and first aid protocols.
- Availability for the entire duration of the summer program.

Physical Requirements:

- Ability to stand for extended periods of time, move around the program area, and occasionally lift to 25 lbs.
- Ability to actively participate in recreational activities such as sports, games, and other physical tasks.

Benefits:

- Opportunity to gain valuable leadership experience in a fun and dynamic setting.
- Positive, team-oriented work environment.