



Recreation & Community Services Department

2450 S. 68th Street, West Allis, WI 53219

(414) 604-4900

www.wawmrec.com

Position: Assistant Camp Director – Seasonal

Summary: To assist the Site Director to coordinate, facilitate and oversee Summer Action Adventures Camp for enrolled participants, creating high quality activities in a well supervised setting, in accordance with Recreation Department standards. Hours of operation are 7:00am to 5:30pm Monday –Friday, excluding scheduled break for July 4th. We ask that you commit to the entire ten weeks, as attendance throughout the program is mandatory. In addition, attendance and participation is required at the Independence Day Parade and Post Parade Event hosted July 2nd. Perpetration and planning to meet Recreation Department guidelines and expectations will begin traditionally in February.

Qualifications:

- Bachelor's degree in a related field preferred.
- Experience supervising youth based programs, previous camp experience is ideal.
- Enthusiastic, positive, self-motivated, dependable, able to use common sense and possess a variety of skills.
- Able to plan and schedule events, resourceful in solving problems and maximizing resources.
- Skilled at interacting with participants and families of all socioeconomic backgrounds.
- Proficient in the use of Microsoft Works.

Responsibilities:

Program Preparation

- Prepare and plan program content to establish a ten week summer camp program, developing themes and schedules essential for camp operation.
- Create weekly camp activity schedules outlining each week's individual theme and specifically scheduled on and off site activities.
- Create a camp staffing schedule taking into account staffing patterns and ratios that are in line with safety and supervision expectations while remaining fiscally responsible.
- Involvement in recruiting, interviewing, hiring and training of camp staff, maintaining high professional standards during the hiring and training process.

Program Coordination

- Take direction from the Site Director and fill any role necessary for Camp to run smoothly.
- Manage the registration process and logistics related to summer camps. Provide the highest level of customer service to parents and children.



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- Accountable for clear consistent, positive communication with program participants, parents and families.
- Responsible for creating and distributing weekly newsletters, calendars of scheduled activities, and other essential documents as a means of communication for program participants and families.
- Writes weekly newsletters and submits updated information for the recreation website.
- Complete all required documentation as scheduled to maintain accurate program records.
- Prepares records and reports as requested.
- Organizing and ensuring a high level of standards in all activities, themes and specialty programs.
- Assigning groups for all day campers and staff.
- Establish and review crisis management plan, including emergency procedures.
- Oversee scheduling and purchasing requests for camp activities and expenses, operating within expenditure guidelines.
- Order snack, supplies, and equipment as scheduled.
- Attendance at all Camp Leadership Team meetings and training, to foster professional development.
- Review staff payroll documentation for accuracy and allocated hours, and approve payroll biweekly.
- Build positive relationships with school administration and staff, keeping open lines of communication and representing the Recreation Department in a positive manner at all times.
- Responsible for security and cleanliness of permitted areas at all times, respecting shared spaces.

Daily Facilitation

- Create an environment that is conducive to the safety and supervision for all participants throughout the duration of the program, as accountability for all participants is expected.
- Run an organized and efficient check-in and check-out to help parents and campers.
- Oversee daily attendance to ensure accuracy and location, make sure all participants are accounted for, and conduct follow up when appropriate.
- Supervise office procedures, opening-and closing-day procedures for staff and campers.
- Implement daily activities as scheduled, supervising and assisting staff in program schedule completion.
- Update and modify the daily schedule along with special events and rainy days.
- Adjust staffing patterns as needed to maintain appropriate levels of supervision.
- Arranges for proper distribution of snack
- Responsible for the proper documentation and communication of all participant behavior, accidents, and Incident Reports.
- Monitor the health and safety of all campers and staff.
- Recognize and respond effectively to emergencies.
- Administers first aid as required.



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Staff Supervision

- Responsible for the monitoring and supervision of approximately 15-35 camp staff.
- Establishes and implements methods of staff motivation during the summer months.
- Ongoing training and evaluation of camp staff in games and activities appropriate to the camper's age range.
- Continued development and observation of camp staff on appropriate group behavior and management strategies.
- Observation and evaluation of staff effectiveness, providing immediate professional redirection and coaching as needed.
- Continues review and evaluation of staff performance, identifying strengths and areas of opportunity in combination with completing formal evaluations as scheduled.
- Timely management and assessment of staff performance that requires progressive disciplinary action.

Application Procedure: Candidates are required to submit an application, to be considered for employment. Applications are available at the Recreations Department or online at www.wawmrec.com.

The West Allis-West Milwaukee Recreation and Community Services Department does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.