

## Town of Atkinson Recreation

JOB TITLE: Sun-n-Fun Assistant Director

STATUS: Part Time Temporary Employee – up to 40 hours per week up to 6 weeks plus up to 8 hours of training per year.

REPORTING RELATIONSHIP: Works under the general direction of the Sun-n-Fun Director and Recreation director.

JOB SUMMARY: Manages specific programs within the Town of Atkinson six-week summer children's program (Sun-n-Fun).

### MAJOR DUTIES:

- Lead and supervise program/camper activities, work closely with other counselors and campers.
- Assist Sun-n-Fun Director in all aspects of program activities.
- Ensure the safety and security of the campers.
- Report complaints or inquiries from staff, campers and parents/guardians concerning any aspect of camp operations to the Sun-n-Fun Director.
- Report any injuries to the Sun-n-Fun Director.
- Evaluate Counselor in training.

### PHYSICAL DEMANDS:

Work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

### WORK ENVIRONMENT:

The work involves moderate risks or discomforts that require special safety precautions.

### MINIMUM QUALIFICATIONS:

Sufficient experience to understand the basic principles relevant to the major duties of the job usually associated with having had at least 3 - 5 years of experience in a supervisory/training/teaching position directly related to operations.