

PUBLIC NOTICE
SUMMER CAMP EMPLOYMENT OPENING
SEASONAL ASSISTANT DIRECTOR

The Seabrook Recreation Department is accepting applications for seasonal Summer Camp Assistant Director.
The Camp Season dates are:

Training Dates:	Mon. June 11 th – Tue. June 12 th	3pm-8:00pm (Group Leaders ONLY)
	Wed. June 13 th	3pm-8:30pm (1st Aid & CPR Training)
	Mon. June 18 th - Fri. June 22 nd	7:30am-3:30pm (ALL STAFF)
Meet the Staff Night	Friday June 22 nd	6-8pm (ALL STAFF)
WEEK 1 w/ Campers	Mon. June 25 th - Fri. June 29 th	7:45am-3:45pm
WEEK 2 w/ Campers	Mon. July 2 nd - Fri. July 6 th	7:45am-3:45pm (No Camp Wed. July 4 th)
WEEK 3 w/ Campers	Mon. July 9 th - Fri. July 13 th	7:45am-3:45pm
WEEK 4 w/ Campers	Mon. July 16 th - Fri. July. 20 th	7:45am-3:45pm
WEEK 5 w/ Campers	Mon. July 23 rd - Fri. July.27 th	7:45am-3:45pm
WEEK 6 w/ Campers	Mon. July. 30 th - Fri. Aug. 3 rd	7:45am-3:45pm
WEEK 7 w/ Campers	Mon. Aug. 6 th - Fri. Aug.10 th	7:45am-3:45pm
WEEK 8 w/ Campers	Mon. Aug. 13 th -Wed. Aug. 15 th	7:45am-3:45pm
Clean-up & Prep. / OHD	Thurs. Aug. 16 th	9am-1pm (Hours may vary)

Responsibilities Include but not limited to:

- Attend / help facilitate Staff Training week
- Complete required trainings
- Assist in overseeing the daily operation of the summer camp program including food services, programming, scheduling, human resource matters, and camper / staff supervision
- Conduct initial and end-of-season inventory
- Know, understand, portray, and share Summer Camp rules, policies, and traditions
- Be a role model to campers and staff in your attitude and behavior
- Follow and uphold all safety and security rules and procedures
- Set a good example to campers and others in regards to general camp procedures and practices including sanitation, language, schedule and sportsmanship
- Interact with others in a positive manner
- Able to communicate well with parents, campers and co-workers
- Adhere to schedule provided
- Create and keep a civil relationship with fellow staff members
 - Be alert to staff personal and / or health problems - discuss with the Camp Director when appropriate
 - Ability to observe staff behavior, assess the appropriateness, and apply suitable behavior-management techniques as necessary
- Supervise leaders that are directing programs
 - Ensure rules, safety regulations, and adaptations are communicated as needed
- Supervise food and health services
- Other duties as assigned

Minimum Requirements

Minimum age 18 by the start of camp
 Currently certified in 1st aid / CPR (if not, we will train at pay rate of minimum wage)
 Must pass background check and drug screening
 High School graduate or G.E.D. (preferred candidate will have degree in education or related field)
 Must possess a valid driver's license
 Experience in leading recreation and group activities, experience in working with youth 0-15 yrs of age.
 Background in education or related field is preferred.

Pay Rate: - \$15.00

Posted: February 12th, 2018

Applications are available, either:

1. At the Seabrook Community Center, 311 Lafayette Road, Seabrook, NH.
2. Online: www.seabrooknh.info under employment opportunities.
3. Please complete both applications; Town of Seabrook and Summer application.

**Applications will be accepted until positions are filled.*

****A full job description is available upon request.**

To Apply: Please submit completed Town of Seabrook employment applications to Cassandra Carter @ 311 Lafayette Rd. Seabrook, NH 03847 or ccarter@seabrooknh.org Applications available at the Seabrook Town Hall or online @ www.seabrooknh.info Deadline: *Applications will be accepted until positions are filled.*

EQUAL OPPORTUNITY EMPLOYER

Town Hall, Community Center, Fire Station, DPW, Police Station, Water Department, Highway Garage, Transfer Station, Sewer Department, Seabrook Post Office, Seabrook Library, Seabrook Elementary Middle School, Winnacunnet High School

