

**PUBLIC NOTICE**  
**SUMMER CAMP EMPLOYMENT OPENING**  
**SEASONAL ASSISTANT CAMP DIRECTOR**

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

Training Dates:	Tue. June 13 <sup>th</sup> – Fri. June 16 <sup>th</sup>	ALL STAFF Training 3:30pm-8pm
	Mon. June 19 <sup>th</sup> – Thurs. June 22 <sup>nd</sup>	ALL STAFF TRAINING 7:45-1:45
	Fri. June 23 <sup>rd</sup>	NO TRAINING
WEEK 1 w/ Campers	Mon. June 26 <sup>th</sup> – Fri. June 30 <sup>th</sup>	7:45am-3:45pm
WEEK 2 w/ Campers	Mon. July 3 <sup>rd</sup> - Fri. July 7 <sup>th</sup>	7:45am-3:45pm (No Camp Tuesday, July 4 <sup>th</sup> )
WEEK 3 w/ Campers	Mon. July 10 <sup>th</sup> - Fri. July. 14 <sup>th</sup>	7:45am-3:45pm
WEEK 4 w/ Campers	Mon. July 17 <sup>th</sup> - Fri. July 21 <sup>st</sup>	7:45am-3:45pm
WEEK 5 w/ Campers	Mon. July. 24 <sup>th</sup> - Fri. July 28 <sup>th</sup>	7:45am-3:45pm
WEEK 6 w/ Campers	Mon. July 31 <sup>st</sup> - Fri. Aug. 4 <sup>th</sup>	7:45am-3:45pm
WEEK 7 w/ Campers	Mon. Aug. 7 <sup>th</sup> -Wed. Aug. 11 <sup>th</sup>	7:45am-3:45pm
	Thurs. Aug. 17 <sup>th</sup> / Sat. Aug. 19 <sup>th</sup>	8am-12pm (Hours may vary )/ 9am-9pm

**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/ time commitment required before and after camp and subject to change
- 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 1<sup>st</sup> 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:** - Starting @ \$16.00

Posted January 25, 2023

**Applications are available, either:**

1. At the Seabrook Community Center, 311 Lafayette Road, Seabrook, NH.
2. Online: [Seabrooknh.info](http://Seabrooknh.info)  
 Town Departments click Recreation, under Forms & Documents click Employment/Volunteer Opportunities, and click on Summer Camp Application.  
*\*Applications will be accepted until positions are filled.*  
*\*\*Interviews will be conducted late February – Early March*  
**\*\*\*A full job description is available upon request.**

**To Apply:** Please submit completed Town of Seabrook employment application to Brittney Gentile @ 311 Lafayette Rd. Seabrook, NH 03847. Applications available at the Seabrook Town Hall or online @ [www.seabrooknh.info](http://www.seabrooknh.info) Deadline: *Applications will be accepted until position is 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

