

## SHREWSBURY PARKS AND RECREATION

### Job Description

**TITLE:** Assistant Camp Director

**DESCRIPTION:** Under the direction of the Recreation Assistant and Camp Director, the Assistant Director will assist in running the Shrewsbury Summer Camp Program. The Assistant Director will oversee camp when the Director is not present and be able to help the director in communication with parents/guardians.

**QUALIFICATIONS:** The Assistant Director must have interest, enthusiasm, and experience working with children. The Assistant Director must have supervisory ability, communication skills, leading skills, and problem solving abilities. **Minimum age is 18 years old.** Previous camp experience preferred.

### **DUTIES AND RESPONSIBILITIES:**

- Effectively present programs to campers and staff along with suggestions for successful implementation
- Interact with campers
- Develop communications with parents/guardians of campers
- Supervise activities, delegating authority where appropriate
- Help with drop off/ pick up
- Making sure all campers are in designated area
- Make sure field trips run smoothly
- Help wherever needed throughout the camp

For more information contact Lauren Mayer at 314.647.1003 or [LMayer@cityofshrewsbury.com](mailto:LMayer@cityofshrewsbury.com)