

Assistant Camp Director Tompkins County

Department: Various Towns

Classification: Full-time year around is Competitive. Full-time Seasonal or Part-time is Non-competitive

Labor Grade: 0

Approved: 0

Revised: 03/13

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

The applicant must be at least 16 years of age for a summer day camp AND

- (a) have one season of experience working in a camp situation; OR
- (b) have completed a training course related to camping or supervision of children.

SPECIAL REQUIREMENTS:

The Assistant Camp Director must possess a background and character suitable for working with children. The municipality is responsible to obtain a report from the New York State Department of Social Services, State Central Register of Abuse and Maltreatment, which indicates that the Camp Director candidate has not been the subject of an Abuse and/or Maltreatment investigation. An Assistant Camp Director candidate must submit the New York State Health Department form entitled "Prospective Children's Camp Director Certified Statement Relative to the Conviction of a Crime or the Existence of a Pending Criminal Action." The State Health Department must make the determination that the Assistant Camp Director does not have a criminal conviction record for which there is a direct relationship between one or more of the criminal offenses and the applicant's employment as a camp director. A candidate shall not be employed as a Camp Director if such convictions would involve an unreasonable risk to the property or to the safety or welfare of camp participants or the general public.

The Minimum Qualifications and Special Requirements were taken from Chapter 1 of the New York State Sanitary Code, Subpart 7-2, Children's Camps. The Statutory authority is Public Health Law, Subsection 225.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

An Assistant Camp Director is a Camp Counselor who is responsible for assisting a Camp Director with the administrative and supervisory responsibilities involving responsibility for planning and implementing a town or village recreation program. The Assistant Camp Director helps to coordinate the town or village recreation program with other available community resources and programs. The work is performed under the general direction of the Camp Director with some leeway allowed for the exercise of independent judgment. The Assistant Camp Director assists with the supervision of all summer camp personnel and campers as necessary. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists with the administration of the work of the recreation department within established policy;
- Assists with and promotes the organization of recreation activities to insure maximum efficiency and utilization;
- Assists in the recruitment, selection, assignment and training of camp personnel;
- Assists in the preparation, direction, control and accounting of the fiscal operations of the camp program;
- Assists in evaluating the effectiveness of the department programs and services;
- Supervises Camp Counselors and Campers as required;
- Represents the department as necessary;
- Assists with the organization and promotion of a public relations program.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of recreation administration theory, principles, and practices;

- Working knowledge of community organization, public administration and management techniques;
- Ability to organize, develop and maintain a comprehensive recreation program;
- Ability to supervise technically trained personnel and campers;
- Ability to communicate and cooperate with other community organizations and the public;
- Good judgement;
- The employee's physical condition shall be commensurate with the demands of the position.

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