**Job Posting**

TOWN OF STAFFORD

**SUMMER RECREATION CAMP ASSISTANT COORDINATOR**

Department: Recreation Commission

Location: Staffordville Lake, 21 Lyons Road, Stafford Springs, CT

Bargaining Unit: Non-union

Salary Range: $20 to $25 per hour, non-exempt

Posting Dates: April 2, 2024 until position is filled

### General Statement of Duties

The Summer Recreation Camp Assistant Coordinator will serve as the alternate in fulfilling the responsibilities of day-to-day operation of the Town of Stafford Summer Recreation Day Camp, including ensuring the health, comfort and safety of campers and staff including the supervision of Camp staff in the absence of the Coordinator. The Assistant Coordinator is responsible for planning, organizing, and instructing activities, keeping all necessary health and safety records, scheduling and ensuring staff are properly trained and communicating with enrolled campers families in the absence of the Coordinator. In addition, the Assistant Coordinator will encourage participation, engage and monitor campers in daily activities, promote inclusion, model safety and provide support to Camp staff.

### Supervision Received

Works under the direction of the Town of Stafford Summer Recreation Camp Coordinator.

### Typical Duties

Attend pre-camp registration events as requested, prepare and provide camp program information, and perform other duties necessary to facilitate the camp program. Assumes secondary responsibility for the Town Summer Recreation Day Camp including planning and coordination of daily activities, organizing and procuring supplies and materials, monitoring transportation, monitoring food service, performing health and safety checks and rounds, regular and timely communication with campers families regarding weather cancellations or schedule modifications, attending required meetings and trainings, administering First Aid, general cleaning and maintenance of facilities used and following Town, State and Federal rules and regulations as applicable.

### Required Qualifications

Must be at least 21 years of age.

Valid motor vehicle operator’s license.

Minimum of two (2) years of administrative experience in a recreation camp preferred.

High School Diploma or equivalent required. Bachelor’s degree in Education, Child Development, Family Studies or Recreation Management preferred.

Relevant coursework or related experience or equivalent combination of education, training, and experience considered.

The Summer Recreation Camp Assistant Coordinator is required to exercise considerable independent judgment and demonstrate commitment to diversity, equity and inclusion in performing the duties of this position. Must be able to supervise and organize groups of children and staff, maintain enthusiasm, patience and cooperative attitude, successfully complete required training elements including CPR, First Aid, BBP, EpiPen and related medication administration certification. Must be willing to submit to a criminal background check and be fingerprinted.

**Physical Requirements**

The Summer Recreation Camp Assistant Coordinator performs work primarily in an outdoor environment in summer months. Frequently required to stand and walk and for extended periods of time and sit occasionally. Frequently required to handle or manipulate objects. Occasionally the employee may be required to reach; stoop, kneel, crouch or crawl; climb or balance. Must be able to see and hear. Must be able to lift, push, pull, and move a minimum of twenty (20) pounds.

Employee may work beyond normal working hours, weekends, holidays, and in other positions when necessary and is required to attend meetings and training as directed. Employee may be exposed to adverse weather conditions including heat, rain, wind, dust and allergens and be exposed to blood, body tissues or fluids or other potentially infectious or toxic substances. The noise level in the setting is moderately noisy.

The applicant will be required to successfully complete pre-employment drug testing.

**Work Schedule and Benefits**

This is a seasonal full-time forty (40) hour work week Monday through Friday 8am to 4pm for the duration of the program which is scheduled July 1, 2024 through August 9, 2024. The Summer Recreation Camp Assistant Coordinator is required to be on site thirty (30) minutes prior to and at all times during the camp operating hours. This position is not eligible for benefits.

This information is intended only as an illustration of the various types of work that may be performed in this position and must not be construed to be a complete inventory of the position’s duties, responsibilities, and qualifications or as an employment contract.

Qualified applicants should submit a resume, three letters of professional reference and an application to the Town of Stafford, Attn: Human Resources, 1 Main St, Stafford Springs, CT 06076 or via email at [HR@staffordct.org](mailto:staffordtownhall@staffordct.org). The Town of Stafford employment application can be found at [www.staffordct.org](http://www.staffordct.org) under Departments, Human Resources.

The Town of Stafford is an Equal Opportunity Employer