



2022 JOB POSTING

Summer Camp Program Assistant Manager

West Bloomfield Parks and Recreation Commission is filling a Summer Camp Program Assistant Manager position to implement our Department's summer camp programs. The position is part time with approximately 30 to 40 hours per week, on weekdays in the summer.

This position encompasses the experience of a previous assistant camp director/manager, teacher, paraprofessional, rockstar seasoned lead camp counselor or other similar youth sport or leadership professional. Must have experience working with a diverse population in a volunteer or past employment capacity. Previous administrative experience in an organized camp or related program is preferred.

JOB SUMMARY: Are you looking for a summer job where you can gain valuable skillsets in multiple areas and where every day brings something new? We are looking for a responsible leader who can work independently and as part of a team. Someone who can thrive in a fast-paced environment, both in an office setting or at Camp.

WB Parks offers various camps at different park locations each week for 10 weeks throughout the summer. The Summer Camp Program Assistant Manager will be responsible for assisting with the administration of camp operations. You will have the opportunity to assist in the management of camp personnel, maintain documentation and most importantly enrich the lives of kids.

We need a kind and positive individual to monitor the safety and well-being of campers and is comfortable working directly with kids at camp as well. Must possess the following qualities: detail oriented, punctual, fair, playful, willingness to be empathetic and a great listener.

If you think you are the right person to make this important commitment to help maintain the integrity of this camp operation, please apply now.

For a complete job description with primary duties and responsibilities, go to wbparks.org/employment and click on Employment Opportunities.

HOURS: Part time, from 30 to 40 hours per week, starting May 2nd through August 26th, typically: Mondays 7:30am-4:30pm and Wednesdays through Fridays 10am-4:30pm. Hours may vary occasionally.

- Additional pre-camp preparation hours required (hours are flexible).
- NWPRC Camp Training June (date to be determined).
- Mandatory Safety Trainings June (dates to be determined).
- Mandatory camp training June 6-16 (specific dates to be determined), 2022.
- No camp July 4, 2022.
- All staff clean up and supply inventory days are August 15-16, 2022.
- Additional special event shifts may be offered.
- Camp Program Assistant Manager must complete all assigned responsibilities before employment separation.

QUALIFICATIONS: Must be 21 year or older; Applicants must hold a High School Diploma; CPR, First Aid, AED, Epi Pen certification preferred or obtain before Camp Training (we will provide). Must pass a criminal history check as well as central registry clearance. Must be energetic enough to work with children, ages 5-12.

HOURLY RATE: \$13 per hour

START DATE: May 2, 2022

TO APPLY: To be considered for this position, please submit a completed application and resume. See wbparks.org/employment for application timeline and interview dates.

HR Department
West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@wbparks.org

Applications are available at West Bloomfield Parks or download a copy online at wbparks.org/employment.

Job Description

Job Title: Camp Program Assistant Manager

Department: Recreation

FLSA Status: Non-Exempt

Salary Grade: Grade 3

Position Description Summary: The Camp Program Assistant Manager will assist with the administration of summer camp operations. This position requires a detailed oriented person; someone who is very punctual and able to work independently; someone who can thrive in a fast-paced environment, both in an office setting or at camp. In addition, this position will also require implementation of summer day camp activities therefore requiring a level of comfort working directly with campers, ages 5-12, as well.

Working Hours: Typically Mondays 7:30am-4:30pm and Wednesday through Fridays 10am-4:30pm. Some evenings or special event shifts may be offered. Average of 30 to 40 hours per week for 12 weeks out of the summer.

Essential Function(s) of the Position:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

- Must be 21 or older.
- Lead in camp waiver management and binder preparation.
- Assists the Camp Administrator with contracted camp site checks as well as supervising contractual camp staff.
- Substitute for Camp WB staff as needed, which may include a leadership role in: conducting camp activities (crafts, games, swimming, canoeing), attending field trips and directing camp counselors.
- Make field trip confirmation calls.
- Compose weekly newsletters for all camps.
- Takes initiative in every day operations. Is proactive when challenges arise.
- Assists with camp supply purchasing and allocation.
- Assists the Camp Administrator with special activity/event preparation and implementation.
- Ability to respond to supervisor requests in a timely and professional matter, specifically with email/phone/text communication.
- Ability to adhere to given deadlines and prioritize work assignments.
- Ensure the safety and well-being of campers.

- Resolves minor problems and arranges for support as needed.
- Assists Recreation Programmers with other tasks and projects as directed.
- Adheres to the Commission guidelines, policies and procedures.
- Other duties as assigned.

Education/Experience/Licenses/Certificates:

- High School diploma or equivalent.
- CPR, First Aid, AED, Epi Pen certification or obtain before Camp Training. WBPRC provides one training date.
- Must possess valid Michigan Driver's License.
- Experience working with children.
- Experience working with a diverse population in a volunteer or past employment capacity.
- Administrative experience in an organized camp or related program preferred.
- Proficient in Microsoft Word, Excel and Publisher preferred.

Knowledge, Skills and Abilities:

- Strong communication skills including in-person, over the phone and in writing.
- Must be personable.
- Must enjoy problem solving.
- Must be able to work with parents, campers and contractual staff depending on the day and week.
- Good organizational skills with emphasis on detail.
- Ability to handle questions and concerns from the public and from employees in a professional manner.
- Ability to organize work and be able to work independently, as well as with a team. May have balance a half day in an office setting and the other part of the day working with campers.
- Must be productive, courteous, flexible, resourceful and creative as well as have effective work skills.
- Ability to respond to supervisor requests in a timely and professional matter, specifically with email/phone/text communication.
- Ability to adhere to given deadlines.
- Ability to operate various pieces of office equipment, as well as some equipment during programs & events.
- Must be professional in appearance.

Equipment, Machinery, Tools and Vehicles Used:

Office equipment used includes computer, fax machine and large capacity printer. Required to drive the WB Parks recreation minivan daily.

