



2024 JOB POSTING

Camp WB Assistant Manager

West Bloomfield Parks and Recreation Commission is filling an Assistant Manager position for Camp WB, a traditional summer day camp. The position is part time with approximately 32 to 40 hours per week, on weekdays in the summer. Some evenings or special event shifts may be offered.

JOB SUMMARY: Are you ready for an amazing job experience where you make a positive influence in a kid's life? We are looking for responsible individuals with great leadership skills. Someone who can be a great role model to our campers this summer and help lead our team of counselors.

Camp WB is a traditional day camp located at Drake Sports Park. You will help contribute to a memorable camp experience while building great friendships with your peers. This position allows you to grow professionally and gain experience in leadership, communication, time management, problem solving and other skillsets that will translate in any career. Furthermore, you will be part of a team to help facilitate fun and bring out the best in kids.

We need a kind and positive leader to monitor the safety and well-being of campers. Must possess the following qualities: detail oriented, punctual, fair, patient, playful, willingness to be empathetic and a great listener. Additionally, someone who can thrive in a fast-paced environment. In the absence of the Camp Manager, requires ability to lead and direct Camp Counselors.

This is a position that demands great responsibility and care, but will be one of the most rewarding experiences you'll ever have. You will be proud of the positive impact you will have each day this summer.

For a complete job description with primary duties and responsibilities go to wbparks.org/employment.

HOURS: Part time, from 32 to 40 hours per week, starting May 29 through August 16. Camp WB hours are 9am-3pm, weekdays. Weekly schedule may include a shift beginning as early as 8am and/or ending as late as 4:30pm. Recreation Programmer sets final work schedule. Camp staff must be available for the following camp days, including training.

- Lead staff training and 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 days are May 29 and 31, and June 3, 5 and 7.
- No camp June 19 and July 4 - 5.
- All staff clean up and supply inventory days are August 15-16.
- Camp special events scheduled July 19 and August 8.
- Camp Assistant Manager must complete all assigned responsibilities before employment separation.

QUALIFICATIONS: Must be 21 years or older; four weeks of part time administration experience in an organized camp or related program. Applicants must hold a High School Diploma; CPR, First Aid, AED, Epi Pen certification preferred or obtain before Camp Training (all training is provided and paid). 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: starting rate \$15.75 per hour; bonus opportunity at the end of the season.

START DATE: May 1, 2024 (flexible)

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 WB Assistant Manager

Department: Recreation

FLSA Status: Non-Exempt

Grade: Seasonal C

Position Description Summary:

The Assistant Manager for Camp WB position assists the Camp Manager in implementing a camp program for ages 5 to 11 years old. 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. In the absence of the Camp Manager, requires ability to lead and direct Camp Counselors and camp operations. In addition, this position will also require implementation of day camp activities therefore requiring a level of comfort working directly with youth campers as well.

Working Hours:

Typically Monday-Friday, 8:15am-3:30pm. Shifts may start as early as 8am and/or ending at 4:30pm. Some evenings or special event shifts may be offered. Average of 32 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.
- Assist Camp Manager in leading, creating and executing daily lesson plans which include conducting camp: activities (crafts, games, swimming, canoeing, and hikes), field trips and special camp events.
- Take initiative in every day operations. Is proactive when challenges arise.
- Attend weekly/bi-weekly staff meetings.
- Assist with planning and implementation of daily camp programming.
- Assist with supervising Summer Camp.
- Assist with behavior management techniques.
- Assist the Recreation Programmer with special activity/event preparation and implementation; staffing and other administrative tasks as needed.
- Assist with managing camp equipment and supplies.
- Ensure the safety and well-being of campers; ensure decisions are made in the best interest of campers and the West Bloomfield Parks and Recreation Commission.
- Maintain positive and proactive communication with parents of campers, with staff and with the Recreation Manager.
- Resolve minor problems and arrange for support as needed.
- Assist with community programs, as needed.
- Assist Recreation Programmer with other tasks and projects as directed.

- Adhere 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 training.
- Valid State of Michigan Driver's License.
- Must possess a strong desire to work with other educators and children.
- Experience working with a diverse population in a volunteer or past employment capacity.
- Experience canoeing, kayaking, swimming with youth preferred.
- Four weeks of part time administrative experience in an organized camp or related program preferred.
- Some experience in curriculum development of weekly lesson plans for summer camps, according to themes and ages.

Knowledge, Skills and Abilities:

- Strong communication skills including in-person, over the phone and in writing.
- Must be outgoing and personable.
- Must love teaching children.
- 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.
- 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.
- Must be professional in appearance.

Equipment, Machinery, Tools and Vehicles Used:

Office equipment used includes computer, fax machine and large capacity printer. May be asked to drive the WB Parks recreation minivan occasionally.

Physical Demands:

Frequent interactive play with campers. Must be able to sit occasionally at a computer work station, typing and. Field time required so must be able to stand for periods of time and withstand the outdoors for some periods of time, in all elements. Must be able to lift 50 pounds.

This is a safety sensitive position and drug screenings may be required.

Working Conditions:

Must be able to work in a fast paced environment and able to meet various deadlines. Must be able to work with children throughout entire shift. May be exposed to extreme heat/cold.

Benefits:

This position is ineligible for all benefits, including participation in the 401a.

Reporting Relationships:

A person in this position will report to the Recreation Programmer and Camp WB Manager.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

Employee Signature

Date

Executive Director Signature

Date

This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.