



TEEN LEADERSHIP CAMP ASSISTANT DIRECTOR

Upper Merion Township, located in King of Prussia, PA is looking for an energetic **Teen Leadership Camp Assistant Director**. The **Teen Leadership Camp Assistant Director** is responsible for the successful execution of Teen Leadership Camp by creating a productive, fun, and inclusive environment for all campers. It is a critical requirement of this position that the incumbent displays excellent leadership, interpersonal and organizational skills, and is flexible and adept at communicating effectively with campers, instructors, and administrative staff. The **Teen Leadership Camp Assistant Director** will be expected to develop methods and routines for the completion of all assigned tasks.

The duties of the **Teen Leadership Camp Assistant Director** include, but are not limited to:

- Creates, maintains and monitors age appropriate and safe activities, games and crafts.
- Teaches and leads various recreational activities.
- Works in a cooperative, team-oriented atmosphere.
- Assists with the planning and facilitation of staff meetings and trainings.
- Supervises the use and maintenance of camp supplies.
- Oversees proper engagement, motivation, and interaction of camp counselors with campers.
- Oversees camp counselor supervision and safety of campers.
- Provides daily office coverage during scheduled times.
- Monitors documentation and communication of camper behavior and injuries to parents/guardians.
- Engages in parent relations.
- Engages in a positive work relationship with supervisors, fellow assistant directors and camp counselors.
- Maintains a safe, healthy, and clean working environment.
- Upholds and enforces camp policies and procedures established by the Upper Merion Parks and Recreation Department.
- Provides excellent customer service to campers and parents.
- Fills-in for camp programs as needed.
- Manages all camp operations if Director is off site.
- Assist the Director in writing the end of camp report.
- Performs other duties as assigned.

Position Requirements:

- Completed 2 years of college.
- At least 3-5 years of camp counselor, senior camp counselor.
- Day care experience or successful employment as a Camp Counselor preferred.
- Staff supervision experience preferred.
- Available to work, Monday-Friday for duration of camp, during the hours of 8:00AM - 5:30PM.
- Has current; PA Child Abuse; PA Criminal; and FBI clearances or ability to obtain clearances.
- Completion of pre-employment drug test screening.
- CPR/First Aid certified or ability to obtain certification.

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting https://www.umtownship.org/?wpfb_dl=3158 and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org .

Applications will be accepted until April 9, 2021.

Equal Opportunity Employer