



TEEN LEADERSHIP ASSISTANT DIRECTOR (SEASONAL)

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

The duties of the **Teen Leadership 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 two years of college.
- At least 3-5 years of camp counselor, senior camp counselor.
- Daycare experience or successful employment as a Camp Counselor preferred.
- Staff supervision experience preferred.
- Available to work, Monday-Friday for the duration of camp, during the hours of 8:00 AM - 5:30 PM.
- 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:

<http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org.

Applications will be accepted until April 1, 2022.

Equal Opportunity Employer