

**BOROUGH OF KEYPORT**  
**Seasonal Job Opportunity**  
**Posted 3/15/2018**  
**Closing Date 3/30/2018 4:00PM**  
**SUMMER CAMP ASSISTANT DIRECTOR**

The Borough of Keyport is seeking an experience Summer Camp Assistant Director to lead our Summer Camp. A letter of Interest and resume should be delivered to:

Stephen J. Gallo, Administrator  
Borough of Keyport  
70 West Front Street  
Keyport, NJ 07735

Applications must be received by close of business on Friday, March 30, 2018.

**DEFINITION:**

Under direction of the Borough of Keyport and the Keyport Recreation Commission, has charge of administers and directs the activities of a municipal summer camp program; does related work as required.

**EXAMPLES OF WORK:**

Develops and administers budgets related to the operation of the camp program.

Supervises, and trains all subordinate counselors and other camp personnel.

Directs the work operations and/or functional programs carried out during the camp day.

Supervises and plans a well-balanced program of camp activities including arts and crafts, swimming, boating, games, nature study, music, sports, theater, hiking, fishing, day trips and travel, etc.

Reviews, up-dates and enforces all procedures relative to camp health, safety, transportation, and other operational requirements of the camp program.

Plans and conducts varied types of activities designed to stimulate the camp participants.

Plans and develops an effective safety program designed to eliminate hazardous conditions.

Prepare an after action report containing findings, conclusions, and recommendations.

Plans a comprehensive program of recreational and educational activities.

Supervises camp staff.

Keeps records regarding finances, personnel actions, enrollments, and program activities related to camp business operations and budget allotments.

**REQUIREMENTS:****EDUCATION:**

High School Graduate required or equivalent, June 2018 High School graduates are eligible to apply.

**EXPERIENCE:**

At least one (1) years of experience in supervising the operation of a summer camp, classroom or youth recreation program.

**KNOWLEDGE AND ABILITIES:**

Knowledge and familiarity with various camping activities and programs.

Knowledge of the problems and needs of those individuals and groups participating in the camp program.

Knowledge of the methods for planning camp activities and programs.

Knowledge of effective supervisory and management techniques.

Knowledge of the standards and the health, safety and other regulations pertaining to the operation of a camp.

Ability to organize camp management work, analyze the problems which arise in directing a camp program and develop appropriate programs and procedures.

Ability to plan and conduct the operations of a camp serving various types of individuals.

Ability to ascertain the needs and interests of camp participants.

Ability to plan recreational and other camp programs and activities.

Ability to develop and prepare an operating budget.

Ability to manage camp staff, assign and train them in the performance of their assigned tasks, guide and instruct the staff and supervise their work performance.

Ability to work harmoniously with camp employees and coordinate staff functions and efforts into an effective camp program.

Ability to develop and direct appropriate safety measures to safeguard camp participants.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication. Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible