

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **Fort Building Camp Director / Assistant Director**

#### **East Roswell Park**

**Department:** Recreation, Parks, Historic and Cultural Affairs

**Pay Range:** \$13 - 15 / Hourly

**Job Status:** Seasonal (120 days or less); Days, Evenings, and/or Weekends

#### **JOB SUMMARY**

The Director will be responsible for the planning, supervision, and execution of all activities related to this camp including the construction of outdoor forts using hammers, nails and wood. The position will oversee all Fort Building Camp counselors with assistance from the Program Supervisor. The Director will provide input on creating an outdoor skill curriculum taught during camp.

#### **ESSENTIAL JOB FUNCTIONS**

- Be creative and collaborative and work well as a member of a team.
- Able to take direction from supervisor.
- Able to plan and execute daily schedules of camp groups (approximately 40-50 campers).
- Supervise a part-time counselor staff of approximately 6-8 members, including scheduling (both daily and weekly).
- Must be able to utilize both required camp software programs after training.
- Able to establish a tone of high energy for camp/campers. Be able to be creative in regards to researching new games, ideas, activities.
- Communicate with and between supervisors, participants, and parents with regard to campers.
- Show professionalism, energy, responsibility, dependability, and have the ability to multi-task.
- Set up needed materials, equipment, and other items for programs/activities.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- Must be 20 years of age or older.
- Must be responsible, dependable, capable of taking directions, and available to attend select meetings prior to the start of camp.
- Experience working in an outdoor environment.
- Experience working with wood, hammer and nails desired.

### **Licenses or Certifications:**

Driver License preferred

### **Special Requirements:**

Candidates should be in good physical condition as activities with campers are moderately to highly physical. Mandatory orientation is required.

### **Knowledge, Skills, and Abilities:**

Knowledge of Excel, Word, and other office suites preferred. Will be required to train to learn our registration system, and camp management software.

## **PHYSICAL DEMANDS**

The work is moderate to highly physical which requires the ability to exert physical effort, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-35 pounds). Tasks may also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

## **WORK ENVIRONMENT**

Work is regularly performed outdoors with exposure to adverse environmental conditions (heat, sun, rain).

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*