

Hull Parks and Recreation seeks dynamic individuals for summer positions. If you enjoy working with kids, summer in the sun, and believe you would be a great addition to our staff, fill out an application at www.town.hull.ma.us. Applications are due April 19th. Email completed applications to ggrey@town.hull.ma.us

The Town of Hull; is an EOE.

- Camp Director, Assistant Director , Camp Counselors are paid positions
- Camp Counselors must be 14 years of age by June 30th
- You must be available to work Monday – Friday 8:30am to 3:00pm
- Camp begins July 8th 2024

Assistant Camp Program Director

Job Summary:

The Town of Hull Parks and Recreation Committee, seeks an experienced, organized, and professional Assistant Day Camp Program Director to run its summer day camp programs. The programs serve 150-200 children ages five (5) to eleven (11) during the seven-week summer season. The Assistant Director will be responsible for assisting the Camp Director in all operational aspects related to running safe and successful camp programs.

- Ensure the safety of all campers and staff.
- Maintain all records including registration, program fees, enrollment, campers, allergies, health and safety, staff, payroll, expenses, budgets, specialists, and other necessary paperwork.
- Look for opportunities to add or reorganize programs to increase enrollment or meet the needs of parents.
- Be responsible for ongoing staff training throughout the summer to ensure counselors are able to: oversee their schedules, plan programming, develop activities, plan alternate activities as needed, supervise and engage their campers, present a interact and communicate with parents in a professional manner.
- Provide leadership to counselors.
- Coordinate with P&R Committee to address any safety issues, programming issues, or conflicts with spaces.
- Send regular communications to parents, respond to all inquiries and make sure that the needs of parents are met.
- Ensure the continuous safety of all areas used by the camp.
- Ensure supplies are organized and in good repair throughout the summer.
- Order supplies, organize receipts, ensure invoices and payroll are sent to the controller.

The ideal candidate will possess the following qualifications:

- Teaching and youth coach experience preferred.
- Exceptional verbal and written communication skills.
- Excellent organizational skills.
- Flexible and patient, with strong initiative and drive.
- Customer service-oriented problem solver.

- Detail-oriented with the ability to manage multiple projects and priorities.

Job Type:

Part-time

Pay: \$20.00 per hour

Schedule:

6 hour shift

Monday to Friday

Experience:

Youth camp Director: 1+ years preferred.

Teaching experience preferred

Youth coach preferred.

Letters of interest with resumes are due by April 19th 2024 to:

ggrey@town.hull.ma.us