

Assistant Day Camp Director Town of Frye Island, Maine

(~20-24 hours per week during camp/ preseason planning/training as available)

The Assistant Day Camp Director is responsible for assisting in implementing all aspects of the Frye Island day camp program. The mission to help create a safe, friendly, and fun environment for campers and staff should be a central focus in this role. The position reports directly to the Day Camp Director and is ideally suited for someone responsible, highly motivated, and community-minded who loves working with kids and young adults. Day camp is typically the first week in July through the second week in August Mon-Thurs 3 hours/day sessions. Duties include, but are not limited to:

- With guidance from the Director/ Deputy Director, help to supervise, manage, guide all staff on job duties, responsibilities, and safety. Assist with integrating and training volunteers and Counselors in Training for the program as appropriate
- Help maintain a safe and fun environment for campers
- Assist the Director with communications, staff relations, and safety management
- Lead camp programming enthusiastically; support counselors or serve in counselor role as needed
- Assist with keeping weekly FINS content submission for Rec to date with current and upcoming special events
- Able to perform and train staff on duties listed in the Day Camp Counselor Staff job description
- Other duties as assigned, other opportunities as they arise

Desired Qualifications

- CPR & First Aid Certified required (training provided). Lifeguard certification preferred
- Supervisory experience
- Prior experience in recreational programming or youth programming

If interested, please forward a resume and letter of interest to
mike.anson@fryeislandtown.org