

## **Town of Sanbornton**

### **Before & After School & Summer Day Camp Assistant Site Director - Job Description (Part-Time)**

#### **JOB SUMMARY:**

Performs complies with all rules, regulations and standards involved with the License from the State of NH Child Care Licensing Bureau. Assist the Camp Director with the day-to-day direction of the operations of the B&A and Summer Day Camp Program. This position reports to the Recreation Coordinator and the Before & After School Camp Director.

#### **ESSENTIAL JOB FUNCTIONS:**

Performs work in accordance with Town of Sanbornton policies, procedures, and applicable State laws, Follows all guidelines in accordance the State of NH Childcare License Bureau. Works directly with the planning activities and projects. In the absence of the B& A and Summer Day Camp Director this position must be able to fill in and fulfill all requirements. Assists in overseeing counselors, volunteers and counselors in training.

#### **MATERIAL AND EQUIPMENT USED:**

Computer, Telephone General Office Equipment, Cell

#### **MINIMUM QUALIFICATIONS REQUIRED:**

- A high school diploma, 2000 hours working with children, 6 college credits in Early Childhood or Elementary Education
- At least 21 years of age
- Pass a criminal background check

#### **Licenses and Certifications:**

Valid New Hampshire Driver's License, Certification in First Aid and CPR.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Skill in:**

Organizing work, and following up on assignments with a minimum of direction.  
Using tact, discretion, initiative, and independent judgment when dealing with parents.  
Motivating counselors and volunteers.  
Communicating clearly and effectively, orally and in writing.  
Sets up areas for daily activities.  
Participates and guides in scheduled activities.

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

Perform duties while standing, sitting, or walking, with reasonable accommodations if required.  
Frequently lift light and occasionally heavy objects with assistant or reasonable accommodation if required.

**Working Conditions:**

The work is performed in an office, at recreational facilities, and outdoors. The incumbent may be exposed to cold or inclement weather, noise, dust, dirt, grease, contagious or infectious diseases, and irritating chemicals.

Must be available to set flexible schedule to include nights and weekends.

Approved by the Board of Selectmen on 12/03/14. Amended by the Board of Selectmen on 10/25/2017 and 06/13/2018.

John Olmstead \_\_\_\_\_

Katy North \_\_\_\_\_

Tom Salatiello \_\_\_\_\_