

**Job Description: Assistant Camp Director - Borough of Matawan Summer Camp**

**Location:** Borough of Matawan, New Jersey

**Position Type:** Seasonal, Part-Time

**Work Schedule:** Monday through Friday, 8:00 am to 1:00 pm,

**Job Overview:**

The Assistant Camp Director will support the Camp Director in overseeing the daily operations of the Borough of Matawan Summer Camp. This role involves helping the Camp Director to manage camp staff, ensuring the safety and well-being of campers, coordinating activities, and maintaining a positive and engaging camp environment. The Assistant Camp Director will serve as a key leader and role model, fostering a fun and inclusive atmosphere for all participants.

**Key Responsibilities:**

- Assist the Camp Director in planning and implementing a diverse and engaging camp program, including recreational, educational, and arts & crafts activities.
- Supervise and support camp counselors and other camp staff, ensuring they adhere to camp policies and procedures.
- Coordinate daily schedules, manage resources, and ensure the timely execution of all camp activities.
- Oversee camper registration, attendance, and records, maintaining accurate and confidential information.
- Monitor camper behavior, addressing any issues promptly and effectively, and communicating with parents/guardians as necessary.
- Ensure the safety and well-being of all campers by implementing and enforcing safety protocols and procedures.
- Assist in the setup, maintenance, and cleanup of camp facilities and equipment.
- Lead by example, demonstrating positive behavior, enthusiasm, and a commitment to the camp's values and mission.
- Assist in the evaluation of camp staff and programs, providing feedback and recommendations for improvement.
- Handle emergency situations calmly and efficiently, following established protocols.
- Perform other duties as assigned by the Camp Director.

**Qualifications:**

- College degree, in Education, Recreation, or a related field preferred.
- Previous experience in a leadership role at a summer camp or similar setting.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to work effectively with children, parents, and staff from diverse backgrounds.
- Ability to pass a background check and drug test.

**Working Environment:**

- The position involves working outdoors in various weather conditions.
- Requires physical activity, including standing, walking, and participating in camp activities.
- Must be able to lift and carry equipment and supplies as needed.

**How To Apply:**

Interested candidates are encouraged to submit a resume and professional references to Ryan Michelson, Borough Administrator, Matawan Borough, 201 Broad Street Matawan, New Jersey 07747, or e-mail: [ryan.michelson@matawanborough.com](mailto:ryan.michelson@matawanborough.com). All Application materials are deemed confidential to the extent permitted by applicable law. The Borough of Matawan is an Equal Opportunity Employer.