



DATE: April 2021

JOB TITLE:
Assistant Athletics Specialist
REPORTS TO:
Head of Athletics
STATUS:
Seasonal

Length of Position:

- Orientation
 - Sunday, June 13th
 - Wednesday, June 23rd
 - Thursday, June 24th

- Camp dates
 - June 28th to August 13th - approx. hours 8:30-4:30pm

Qualifications

- Experience at summer camp or similar environment preferred
- High School diploma or equivalent required; college credits in physical education preferred
- Minimum of one year of experience working with youth, specifically in the area of physical education preferred.
- Willingness to follow / give directions and work as a team member
- Willingness to teach activities outside all day long
- Willingness to ask for assistance when needed or desired

Responsibilities:

- Assist Head of athletics in developing an seven week curriculum focusing on athletics. All activities must be outside
- Lead and Co-lead sports activities for children in ages 4 to 15.
- Work with a head of athletics to plan and implement weekly schedule
- Assist Head of athletic in supply and field maintenance
- Plan activities and events that are exciting, challenging and value based.
- Work cooperatively with camp leadership, counselors and other departments.
- Perform specific scheduled assignments, including but not limited to swimming, lunch duty and arrival and/or departure.
- Keep immediate supervisor informed daily of any concerns or problems concerning campers and facilities.
- Be a consistent role model for campers.
- Set up, clean, and organize all sports equipment and make sure athletic fields and gyms and clean up after activities.
- Ensure that facility is kept clean and safe, so that children are in a safe and comfortable environment.
- Ensure that campers know and follow safety procedures during camp programs.
- Attend pre-camp staff training.