



# Personnel Department

Tricia Van Putte  
Director of Personnel

## **Summer Camp Director and Assistant Director Recreation Department**

**Part Time & Full Time: 15 or 35 hours per week for approx. 6 weeks**

**Salary: Assistant Director: \$11.50/hr, Director: \$12.10 - \$12.50/hr**

**Responsibilities:** Plan, organize, supervise and direct a camp for children in Grades K – 5, Grades 5 – 8 or ages 3 – 5 in a variety of areas including: games, sports, arts & crafts, music, indoor & outdoor activities and special events.

- Program development
- Supervise counselors and counselors -in- training
- Follow appropriate risk management techniques to ensure the safety of participants and staff
- Effectively communicate with parents and program supervisor
- Maintain rapport with participants and their families

### **Qualifications:**

Bachelors Degree in:

- Recreation & Leisure Studies
  - Elementary or Secondary Education
  - Sports Management
  - Psychology or a related human service field
- OR two seasons of recreation leadership experiences.

### **Employment Period:**

July 1 - August 9 (6 weeks, Monday – Friday, No camp July 4th)

**June 24 - 27 (Mandatory Orientation) (CPR, First Aid, AED and Epi-pen Training Included)**

- 35 Hours / week:
  - 8:15 am – 3:00 pm OR 10:45 am – 5:30 pm
- 15 Hours / week:
  - **Preschool:** 8:30 am – 11:30 am
  - **Early Bird Camp:** 8:15 am – 11:00 am

### **To apply send resume to:**

Brighton Recreation Dept  
Attn: Recreation Supervisor  
220 Idlewood Road  
Rochester New York, 14618

The Town of Brighton is an Affirmative Action/Equal Opportunity Employer. We welcome job applications from qualified individuals without regard to race, color, religion, sex, national origin, age, disability, ancestry, family care status, veteran status, marital status, sexual orientation or any other lawfully protected status.