



## BOROUGH OF WOODCLIFF LAKE

188 PASCACK ROAD, WOODCLIFF LAKE, NEW JERSEY 07677

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**Job Title:** Assistant Camp Director  
**Department:** Parks & Recreation  
**Reports to:** Camp Director and Director of Parks & Recreation  
**Status:** Seasonal – May through August  
**Salary Range:** \$5,000-\$8,000 (seasonal)

*Job descriptions are only intended for a descriptive summary of the range of duties and responsibilities associated with the specified position. Therefore, specifications may not include all duties performed by the position. Additionally, specifications are intended to outline the minimum qualifications necessary for entry into the position.*

Please submit resume with job application (which can be found on our town website at [www.wclnj.com](http://www.wclnj.com)) to [parkandrec@wclnj.com](mailto:parkandrec@wclnj.com).

### Summary

The Assistant Camp Director assists in directing all aspects of summer camp, planning and implementation. This position involves independent work as well as being an effective member of the team. Assists the Camp Director on the day to day functions of running the Summer Camp.

### Supervisory Responsibilities

- A. In coordination with the Camp Director, supervises seasonal camp employees, part-time staff, special interest instructors and volunteers such as CIT.
- B. Ensures delivery of programs and activities appropriate to the camper population.
- C. In coordination with the Camp Director, oversee the daily operation of the summer camp.



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### **Physical Demands and Working Conditions**

- A. Must be able to endure temperatures ranging from cool to extreme heat.

### **Essential Functions**

- A. Knowledgeable of and adheres to all camp policies, rules and guidelines.
- B. Oversees the development of the camp program and approves all activities.
- C. Works with Camp Director and Recreation Director to coordinate programs for camp.
- D. Works with Camp Director to supervise and discipline all camp staff.
- E. Handles questions, problems and concerns of parents/guardians before and during summer camp.
- F. Monitors and ensures appropriate counselor and camp participant behavior and adherence to camp rules and regulations.
- G. Works with Camp Director to schedule and conduct meetings with staff before and after summer camp each day.
- H. Works closely, cooperatively and amicably with all staff members.
- I. Handles emergency situations.
- J. Works with Camp Director to assess the overall program to see if there are any changes that need to be made for optimum functioning.
- K. Participates in all camp activities, planning and leading those as assigned.
- L. Attends all trainings and staff meetings before and during the camp season.
- M. Other responsibilities as assigned.

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

- A. Ability to establish and maintain effective working relationships with staff, campers as well as parents/guardians.
- B. Ability to utilize computers, relevant software, phones and other types of electronic or manual office equipment.
- C. Ability to read, write, understand and communicate in English sufficiently to perform duties of this position.



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### **Education, Experience and Special Requirements**

- A. Must have at least 2 years of experience working with children and parents.
- B. First Aid/CPR certification preferred.
- C. Flexibility, creativeness and self-motivated, highly organized.
- D. Demonstrate ability to manage multiple priorities, creatively solve problems.
- E. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess strength and endurance required to maintain constant supervision of campers.

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