



**DATE:** March 12, 2010  
**TO:** All Departments  
**FROM:** Lauren Germany, Human Resources Generalist  
**REGARDING:** Vacancy Announcement

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The City of Gulfport – **LEISURE SERVICES DEPARTMENT** - is seeking an individual for the position of **CAMP ASSISTANT DIRECTOR**. The pay rate for this position is **\$8.37/HR**.

The attached description of this position will provide necessary information and requirements. All interested parties may apply in person at the Human Resources Department - 1410 24<sup>th</sup> Avenue, Gulfport, MS.

**CLOSING DATE FOR THIS POSTING IS: APRIL 16, 2010.**

Please place this notice in a conspicuous place notifying all interested parties of this position.

Thank you.



**City of Gulfport, Mississippi**  
Job Description

## **Camp Assistant Director** (CADR)

Department: 411 – Leisure Services

EEO Class: Professional

Date Revised: 3/1/2007

FLSA Status: Non-Exempt

Date Approved:

### **Position Overview**

With general direction, supervise employees and coordinate the activities of the summer camp, performing the planning, development, implementation of summer recreational programs and events.

### **Essential Job Functions**

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Assist the Director in planning, developing, evaluating and managing the summer recreational program activities.
- Assign work and set schedules for programs, activities and events.
- Assign job duties and monitor task completion.
- Promote and implement programs and events.
- Assist with training and supervising camp counselors.

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

Must possess required knowledge, skills, abilities, and experience. Must also be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Considerable knowledge of the equipment, facility, operations and techniques used at the recreational site.
- Considerable skill in First Aid and CPR.
- Ability to develop, coordinate, and supervise various activities involved at the recreational site.
- Ability to establish and maintain effective working relationships with

employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.

- Ability to effectively communicate both verbally and in writing.
- Ability to plan and supervise the work of staff and volunteers.

Ability to have a working relationship with the media.

### **Education and Experience**

Bachelor's degree in education or recreation and two (2) years of experience developing and implementing recreational programs and activities. One (1) year of additional experience may substitute for one (1) year of college, up to a maximum substitution of four (4) years.

### **Required Licenses or Certificates**

- 15 hours of approved in-service training
- Current Certification in Adult/Child CPR
- Current Certification in Basic First Aid
- Current Certificate of Immunization (121)

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

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 20+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.