



# CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

## DIVISION OF PERSONNEL

**DONALD R. GREBIEN**  
MAYOR

**DON ZIMMERMAN**  
DIRECTOR OF HUMAN RESOURCES

### EXTERNAL POSTING NOTICE

The City of Pawtucket is posting the following External (Non-Union) vacancy:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
2	Public Works	Recreation (Seasonal)	Summer Camp Director	H-17 \$17.50/Hr.

- Seasonal Position that follows some guidelines for leading and directing summer staff but independent initiative and resolutions are also required on occasion. The candidate should be 18 years of age or older and must have a valid driver's license and be willing to assist and support related positions in other departments as directed.
- Duties Include
- Leading and/or assisting the Camp Councilors in their daily duties operating the various venue locations for children with a variety of interests to age groups between ages 6 and 13 years old.
- Apply basic youth development principles to staff for working with campers through communication, respect for diversity and empowerment of youth.
- Prepare for and actively participate in pre-camp training and meetings with the Recreation Director and staff.
- Ensure that supervisors are following the program itinerary created by the staff: that they are providing a fun atmosphere with high-energy and that they are working together as a team to accomplish the needs of the camp program.
- Coordinate, organize and enforce camp activities on site and special events and field trips off site to ensure that each participant enjoys a successful experience.
- Assist Bus Supervisor, Recreation Director and Camp Supervisors with the planning and organization for field trips daily. Also, check in at bus stops to make sure they are safe and on time.
- Meet/communicate regularly with the Recreation Director and Assistant regarding concerns, updates and challenges.
- Attend each camp site daily.
- Prompt communication with parents and staff about questions and concerns.
- Observe camp behavior to see that it is appropriate and safe for the various camp venues within Slater Park and enforce safety regulations and emergency procedures.
- Apply appropriate behavior-management techniques and group problem solving when applicable. Encourage respect for personal property, playground equipment and facilities along with cleanliness, punctuality, clean-up rules and sportsmanship.
- May be required to perform various clerical tasks, such as creation and maintenance of camp rosters and organization of camp material daily.
- Oversee the check in process at each field trip and may be needed to attend some field trips.

- This is a Monday through Friday position, though additional time will be required for various planning meetings and camp registrations. Individual will be compensated for these additional services.
- The Director hours are from 8 am – 3 pm daily (camp is 9 am-2 pm). These hours vary during periods of inclement weather if necessary.
- Any certification and/or accolades related to this position are encouraged and should be submitted during the application process.

**PLEASE COMPLETE A CITY OF PAWTUCKET EMPLOYMENT APPLICATION, WHICH CAN BE FOUND AT [WWW.PAWTUCKETRI.COM](http://WWW.PAWTUCKETRI.COM) UNDER EMPLOYMENT OPPORTUNITIES AND FOLLOW THE DIRECTIONS ON THE JOB POSTING TO APPLY FOR THIS POSITION. INCLUDE COPIES OF ALL CERTIFICATIONS. Please email entire packet to [HR@PAWTUCKETRI.COM](mailto:HR@PAWTUCKETRI.COM)**

**Application Period: Feb. 23, 2018 – until filled**

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the Americans with Disabilities Act.

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