



**The City of Cotati invites applications for the position of
SUMMER CAMP ASSISTANT DIRECTOR**

Part-time Temporary Position June through August

\$12.00 – \$14.58/hour 25-35 hours/week

Apply online at <https://secure.entertimeonline.com/ta/i.COC.jobs?JobsSearch>

The City of Cotati is seeking a creative Assistant Camp Director for Camp Cotati with strong leadership and communication skills. This position is ideal for students obtaining a Bachelor's Degree in education, social work, communications or other career paths that involve working with youth. The Assistant Camp Director in this position should also possess a passion for recreational programming and working with children ages 5 to 12 (1st through 6th grade).

Under the direction of the Recreation Coordinator, the Assistant Camp Director will be responsible for assisting with the implementation and oversight of the Camp Cotati. Camp activities include games, crafts, science, cooking, drama, and sports with an emphasis on skill development, cooperation, and promoting enthusiasm in camp activities.

Duties will include, but are not limited to, the following:

- Positive interaction with youth, Camp Counselors, Counselors in Training and parents
- Assist with the creation and implement of programming and curriculum for the above mentioned activities
- Assist with the development and enforcement of guidelines for all staff and participants
- Enforce all safety protocols to ensure campers are safe at all times
- Preparation, distribution and collection of emergency contact paperwork
- Administer check-in and check-out procedures

Qualifications:

- Some college level education or equivalent experience
- Ability to develop program activities
- Experience in facilitating and supervising group activities with children
- Ability to effectively communicate with others

License or Certification:

- CPR/First Aid will be required within 45 days of hire