

# AAA Academy Camp Director Assistant

AAA Academy Mission: *To provide a quality, accessible educational program that empowers students through creating and enhancing their individual experience by offering diverse enrichment and traditional courses in Academics, Arts and Athletics.*

AAA Academy Summer Day Camp is an enrichment program of Redlands Educational Partnership. Together these programs work to provide enrichment opportunities for local youth to learn in informal instruction on a variety of topics driven by youths' interests.

We are looking for motivated a Youth Camp Director Assistant, who can work administratively to support multiple areas of the camps operations including providing customer service to families, organizing and distributing paperwork, and supporting the work of the Camp Director.

## Job Description

**Reporting Relationships: The Summer Camp Director Assistant reports directly to the Summer Camp Director.**

### **Camp Director Assistant Duties and Responsibilities.**

- Greets visitors, answers phones and routes callers, responds to inquiries, requests & provides routine information.
- Assists in providing a safe and healthy environment for all children in the camp program.
- Ensures that children are under proper supervision at all times.
- Assists with all documentation; such as attendance, accident/incident reports, and any other required paperwork.
- Assists with facilitation of camp activities as needed.
- Identifies and reports to the proper staff person special situations and potential child abuse/neglect cases.
- Knows and follows all safety procedures related to fire, storm, lock-down and other emergency situations.
- Is a team member participating in all activities and functions.
- Knows and follows health and first aid procedures including writing accident/incidents reports and informing parents.
- Performs from time to time any other duties assigned by the administrative staff.

### **QUALIFICATIONS**

- Must be at least 18 years old.
- Well-spoken and articulate over the phone, through written contact and in person.

- Ability to remain calm under pressure and meet deadlines.
- Ability to work in a fast-paced environment with moderate supervision.
- Exhibits initiative, responsibility, and accountability.
- Strong attention to detail and safety.
- Comfortable handling confidential information.
- Successful working in an independent and team environment.
- CPR and First Aid Certification or the ability to complete the courses as a condition of employment.
- Ability to be sensitive to children's individual needs, capabilities, socioeconomic, cultural, ethnic and religious backgrounds.
- Required employment forms and background check.
- Follows required dress code including appropriate footwear.

#### Rate of Pay & Hours

- \$19.00-\$21.00/hour, depending on experience
- 5 hours per day, scheduled 8:00am-1:00pm
- Temporary position: works 6/16/21 through 7/16/21, and no hours on 6/18/21 or 7/5/21.

Apply online at: <https://aaa-academy.com/redlands-job-opportunities/>