



## **Assistant Summer Program Director**

### **Position Summary**

The Assistant Summer Program Director supports the planning, coordination, and daily operations of the Summer Krec Konnect program. This role assists with staff supervision, program implementation, and ensures a safe, inclusive, and engaging environment for all participants.

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### **Desired Qualifications**

- Bachelor's degree (or progress toward) in Recreation, Education, or a related child-focused field preferred
  - CPR and First Aid certifications (or willingness to obtain)
  - At least one season of experience in a camp or similar youth program
  - Ability to support and collaborate with staff in a supervisory setting
  - Strong interpersonal, organizational, and communication skills
  - Ability to assist in planning and implementing daily program activities
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### **Reports To**

- Summer Program Director
  - Director of Parks & Recreation
  - Recreation Office Program Administrator
  - Recreation Property & Program Coordinator
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## **General Responsibilities**

- Assist in the planning and implementation of all aspects of the Summer Krec Konnect program
  - Support the supervision of program staff and promote a positive team environment
  - Help maintain a safe, inclusive, and engaging experience for all participants
  - Act as a liaison between staff and the Summer Program Director
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## **Specific Responsibilities**

- **Availability requirements:**
  - Mid-March through June: approximately 3–5 hours per week for program planning
  - Early July through mid-August: 30–40 hours per week during program operation
  - Attend and participate in all required staff training and orientation sessions
- Assist in supervising, supporting, and providing feedback to Summer Program staff
- Help coordinate daily schedules and programming alongside Activity Coordinators
- Step in to lead activities and groups as needed
- Assist with program registration processes and communication with families
- Support in maintaining accurate program records, including attendance, incident reports, and medical information
- Support inventory management and assist in requesting supplies and equipment
- Ensure all safety protocols are followed and participant well-being is prioritized
- Assist with end-of-season evaluations and provide input on program improvements and future equipment and supplies needed