



## Onslow County Position Vacancy Announcement

### PARKS AND RECREATION

#### POSITION TITLE: SUMMER DAY CAMP ASSISTANT DIRECTOR

**Position Numbers**

6122-0300-07 to 013

**Hiring Range**

\$11.47 per hour

**Opening Date**

March 5, 2010

**Closing Date**

March 29, 2010

**How to apply?**

Applications must be submitted by 5 pm on the closing date to:

**Onslow County HR**

220 Georgetown Road, Suite 100  
Jacksonville, NC 28540  
910-347-7600 Phone  
910-347-2793 Fax

**Onslow County provides eligible employees with a competitive benefits package including paid health and dental insurance, paid holidays, and other optional benefits.**

Onslow County Human Resources Office is **not** responsible for failure to receive faxed applications. Please take a moment to ensure your transmission was received.

**Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Onslow County. This service, if required, will take precedence over duties described in this position vacancy announcement.**

ONLOW COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER  
M/F/D/V

**Position Responsibilities**

These positions perform responsible skilled clerical and administrative work assisting the Summer Day Camp Directors with summer recreation programs. Duties include collecting fees, writing receipts and maintaining records; coordinating activities and scheduling events; assisting with the planning and directing of recreational activities for the camp; communicating and meeting with parents, volunteers, coaches, staff, program participants, and school system employees.

Note: These are temporary seasonal positions to work full time from 7:45 am to 5:15 pm for the period of mid-June through the end of July during weeks of camp.

**Knowledge, Skills, and Abilities**

Knowledge of:

- Recreational sports and activities for children and youth
- Modern principles and practices of recreation and physical education
- First aid practices and techniques

Ability to:

- Resolve disputes with firmness and impartiality
- Communicate effectively ideas both orally and in writing
- Establish and maintain effective working relationships with County and community officials, associates, volunteers and the general public.

**Minimum Education and Experience Requirements**

Any combination of education and experience equivalent to graduation from high school, some clerical and computer skills, and some recreational events and activities planning experience.

**Special Requirements**

Training will be provided in CPR/First Aid to obtain certification. Must possess a valid driver's license and be in compliance with the Onslow County's insurance regulations.