



Onslow County Position Vacancy Announcement

PARKS AND RECREATION

POSITION TITLE: SUMMER DAY CAMP DIRECTOR

Position Numbers

6122-0300-01 thru 05

Hiring Range

\$12.41 per hour

Opening Date

February 25, 2011

Closing Date

March 11, 2011

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 intermediate skilled clerical and administrative work planning and supervising summer recreation programs. Duties include planning and directing recreational activities; communicating and meeting with parents, volunteers, staff, program participants and school system employees; collecting fees, writing receipts and maintaining records; coordinating activities and scheduling events; assisting with preparation and maintenance of timesheets, accident reports, daily activities plans, disciplinary reports and other records.

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 mid August during eight weeks of camp.

Knowledge, Skills, and Abilities

Knowledge of:

- Leadership and supervisory skills;
- Recreational sports and activities for children and youth;
- Modern principles and practices of recreation and physical education;
- First aid practices and techniques;
- Computer and Microsoft Office programs.

Ability to:

- Operate computer equipment and access computer data bases;
- 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 and six months to two years experience in secretarial/clerical work with computer skills, and some recreational events and activities planning experience. Prefer supervisory experience in recreational settings.

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.