

## **City of Brooklyn Employment Opening Notice Community Enrichment Camp Director**

The City of Brooklyn invites qualified applicants to apply for the position of Part-Time Community Enrichment Camp Director. Interested applicants can obtain employment applications on the City of Brooklyn's website. A properly completed application is required. Applicants may also submit a resume and a list of three (3) references.

### **General Duties:**

Responsible for, and oversees Summer Day Camp program (e.g. developing and scheduling of programs, special events, and outings; orders and maintains inventory of supplies necessary for programs; arranges necessary transportation; obtains necessary information from participants; provides schedule of activities to participants; responsible for facility/room set-ups, tear down and cleaning for programs; etc.

Supervises assigned staff (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, trains employees, etc.); assists staff with programming as needed.

Communicates with parents and residents regarding program and schedule details; communicating with Recreation Manager on program status; etc.

### **QUALIFICATIONS:**

High School or GED and experience in a related field required; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position. Preference given to applicants with a completed college degree in education or similar field or those working towards completing a relevant degree.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Candidate is required to have current CPR/First Aid training or completion of such prior to the program start date.

*Salary range will be set at \$20.00 - \$25.00 hourly.*

Application packages must be submitted to the address below to be considered. The City is an Equal Opportunity Employer.

Applications should be submitted no later than **Friday March 3, 2023** to:

Jack M. Abbruzzese, Recreation Commissioner  
7600 Memphis Avenue Brooklyn, Ohio 44144  
jabbruzzese@brooklynohio.gov