



# Nantucket Community School

## Job Posting

- TITLE:** ASSISTANT CAMP DIRECTOR
- REPORTS TO:** Nantucket Community School Executive Director
- TERMS OF EMPLOYMENT:** This is a seasonal, full-time position, up to 40 hours per week. Camp weeks run from June 30 through August 15. The hourly rate is \$27-\$30 per hour commensurate with experience.
- JOB SUMMARY:** This position assists in the supervision of all aspects of NCS day programs including safety oversight, counselor and coach development and expansion, schedules, camper enrollment paperwork (per licensure) and registrations, and oversees and ensures camper/counselor ratios are maintained at all times.

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### **QUALIFICATIONS:**

- Experience in a related field preferred (sports & recreation management, education, coaching, camp counselor)
- Excellent customer service skills a must
- Ability to organize and set priorities
- Computer literate in Google Suites and initiative to learn other computer programs as necessary
- Ability to establish and maintain effective working relationships with others
- Ability to converse with members of the public in a pleasant and effective manner

**APPLICATION:** Position opened until filled. Interested candidates should apply to the NCS Executive Director. Candidates are requested to submit a letter of interest, resume, and NCS application via email to [graziadeia@npsk.org](mailto:graziadeia@npsk.org). Full job description available upon request. Applications can be found at [www.nantucketcommunityschool.org](http://www.nantucketcommunityschool.org)