

**CITY OF SOUTHFIELD PARKS AND RECREATION**  
**JOB OPPORTUNITY ANNOUNCEMENT**

**JOB TITLE:** Assistant Camp Coordinator

**CLASSIFICATION:** Non-Career/Seasonal

**PAY RATE:** Starts at \$15.00 per hour

**LOCATION:** 26000 Evergreen Rd, Southfield, Michigan 48076

**WORK SCHEDULE:** 40 hours weekly, 7 weeks (1-2 additional weeks for planning/preparation)

**JOB DUTIES:**

- Provide leadership in assisting with the planning of a variety of camp activities, such as games, crafts, sports, swimming, field trips, and special events for youth ages 5-13.
- Assist Camp Coordinator with staffing and equipment.
- Supervise Camp Counselors; assist with conducting weekly staff meetings.
- Ensure the safety and well-being of campers.
- Assist with cleaning and sanitizing camp equipment and common use areas.
- Enforce strict COVID-19 safety protocols with campers and staff.
- Conform to State of Michigan Day Camp Licensing Rules.
- Perform various other duties as determined by the supervisor.

**JOB REQUIREMENTS:**

- Must be 21 years of age.
- Have experience working with children
- Persons serving in this position shall be outgoing, creative, fun and love working with children and people.
- Have 8 weeks full-time experience working with a population similar to that which camp serves, and have 4 weeks full-time administrative experience in an organized camp or related program.
- You must be prepared to wear a 2-layer mask all day and to follow strict COVID-19 safety precautions.

Applicants will be invited to further participate in the selection process once a driving record and criminal history background check has been cleared.

**APPLY AT:** City of Southfield Parks and Recreation Department  
26000 Evergreen Road, Southfield, MI 48076

Applications can be downloaded from the City of Southfield's web site at [www.cityofsouthfield.com](http://www.cityofsouthfield.com).

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Parks & Recreation Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

caf/12/20/21



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at [hrsupport@cityofsouthfield.com](mailto:hrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable notice is required.