



## **The Borough of Mendham Summer Day Camp Assistant Director 2025**

The Borough of Mendham is seeking a seasonal Assistant Director for the 2025 Summer Day Camp. The Assistant Director works closely with the Camp Director. The ideal candidate will have experience working with children in a camp and/or academic setting and must be available to meet outside of the camp season to assist in planning. Camp season is from June 23 – August 1, Monday – Friday (excluding July 4), from 9:00 am – 12:30 pm.

Assistant Director duties include but are not limited to: Supervise and guide Head and Group counselors; Assist in organizing and analyzing group binders; Assist in emergency situations; Help plan, set up, carry out, and evaluate the daily special projects and activities; Maintain inventory of camp equipment; Complete rounds around the campgrounds to ensure Head staff and Group Counselors are on task; Communicate with the Camp Director regarding the implementation of daily activities; Assess the effectiveness of daily activities to plan for future camp experiences; Evaluate Group and Head Counselors on their effectiveness; Assists Head Counselors with dealing with camper behavior issues; Register new campers, if needed; Deliver receipt books to the main office on a daily basis; Make runs to stores to help replenish dwindling stock; Help in organizing Group Counselors to their weekly camper groups; Discuss staff infractions with the Camp Director and help carry out disciplinary action, when necessary; May be seen using cell phones to communicate with other senior staff members; Participates enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.

Daily Expectations include: Carry charged radio and cell phone; Guide head staff in their preparation for the day's events; Ensure grounds are ready before the staff meeting; Host Morning Circle, if the Camp Director is not available; Dismiss groups and see to it that a Head Counselor escorts the first group to Arts and Crafts; Survey campgrounds, performing 2-3 head counts per hour, supporting staff members, checking in with Head Counselors; Assist Group and Head Counselors when injuries or behavior issues arise; Ensure all groups are below the banners by 12:20 PM; Remain until all campers and staff have left for the day

Qualified applicants are encouraged to apply by emailing their resume and cover letter to [recreation@mendhamnj.org](mailto:recreation@mendhamnj.org)

This is a seasonal, salaried position at \$3,075.00/ season  
(Job averages 116 camp hours and 8-10 planning hours)  
Deadline for applying is March 10, 2025