

# Executive Director & Tennis Director

**Time Period of Employment:** One summer (June 27, 2022 to August 19, 2022) must be available for employment for the time period and hours specified below unless school/college requires an August earlier arrival. If you need to leave for college earlier than 8/27/2021, please make note of this in the relevant section on your application. Partial summer employment not accepted for this position.

**Salary Range:** \$4,000-\$4,630 (minimum of 29 hours per week) (Pending Board Approval)

**Job Description:** The Executive Director of DIIA should be a mature, energetic and sporty individual with experience in developing, structuring, and overseeing programs for children 4+ years of age. Must work a minimum 29 hours per week, for the entire 9 weeks of the summer season unless otherwise approved by DIIA President (due to school/college arrival dates). This position requires weekend and evening duties (Tennis and Night Camp) as scheduled. The Executive Director reports to the DIIA President and works closely with the 2<sup>nd</sup> Vice President on calendar scheduled events. The Executive Director oversees all other hired personnel of the DIIA Big Kids and Little Kids Camp counselors and will be responsible for scheduling hourly employees, if applicable and with the approval of the President, on an “as needed” basis for camp activities. Abides by Code of Conduct. CPR and Defibrillator Certification are strongly suggested.

**Responsibilities include but are not limited to:**

## I. Develop and Supervise “Drakes Island Big Kids Day Camp”

1. Develop and provide a well-rounded day camp with a daily schedule of games and activities geared towards boys and girls, ages 8+ with particular consideration to safe and fair play. Day Camp takes place outside at the playground, backboard and the beach. Camp hours are Monday – Friday 9:00 to 11:30. The Executive Director should be present at the Community House from 8:30 to 12:00 M-F to provide proper supervision and facilitate registration, speak with parents, set up for afternoon/evening events, clean, etc. Provide tennis Lessons Monday and Wednesday 4:00-6:00 and Night camp Tuesday and Thursday from 6:00-7:00.
2. Plan “off island” activities, including but not limited to, canoeing, mountain climbing, and Mega Day.
3. Plan inclement weather activities such as excursions to the movies or arcade.
4. Coordinate, order and maintain all sports equipment needed for Big Kids Camp activities.
5. Oversee all hired personnel of the DIIA Kid’s Camps.
6. Collect weekly fees and maintain weekly attendance sheets. Submit monies to the Membership Treasurer each Thursday with any receipts for supplies. Maintain a budget sheet which shows expenditures and monies collected for each child.
7. Verify age requirements of all campers daily, take daily attendance, check Dues List daily to verify that all attendees have paid the proper membership dues, and maintain current roster of all Day Campers. Maintain Permission and Release forms for all Day Campers. **Does not allow campers to participate if all campers are not between the ages of 4-7 attending Little Kids Camp and 8 years and older, attending Big Kids Camp, and without proper permission or release forms signed by a parent or guardian or if family membership dues are not up to date.**

## II. Maintain Community House Grounds

1. Coordinate and assist in the daily cleaning, with the assistance of the Director of Little Kids Camp as well as all camp counselors, all areas in and around the Community House to include all floors, equipment used, kitchen, bathrooms, playground, tennis courts, and backboard/basketball court. Ensure that full trash cans to be emptied and removed from the Community House.
2. Trash pick-up, daily watering of all flower boxes, daily floor sweeping, and bathroom/kitchen clean-up at the close of each day as well as washing the floors when necessary (at least once per week).
3. Maintain the mowing of all Community House Grounds.
4. Maintain a neat and organized Community House office securing all monies collected, Emergency Forms, First Aid Supplies, etc.
5. Supply and keep stock of Big Kids Camp inventory to include: beverages/snacks, ping pong equipment, cleaning and bathroom products.
6. Work with Grounds Committee and President in the pre-season regarding both playgrounds, flag and flag pole, trash containers, tennis and basketball equipment along with bulletin boards.

## III. Develop and Supervise Tennis Program

1. Provide Tennis Lessons on Monday and Wednesday. 4:00-5:00 for beginners. 5:00-6:00 for all others.

2. Provide Tournaments for 8-16 year olds to include singles and doubles play, same sex or mixed doubles. Include tennis "ladders" and Ping Pong Tournaments.
3. Post Daily Court Sign Up Sheet at 8:30 a.m. On Friday, post both Saturday and Sunday Sign Up Sheets.
4. Schedule Matches with Goose Rocks, KBIA, and York C.C.
5. Work with Tennis Committee. Assist with the production and execution of adult tennis events as needed.

#### IV: Other

1. Oversee proposed Calendar of Daily/Weekly/Monthly Events developed by the Little Kids Camp Director.
2. Attend the DIIA Opening and Closing Board Meetings (end of June and end of August) and give State of Day Camp Address.
3. Make sure the Community House is set up and unlocked for all scheduled events including any evening events. Verify that Community House will be cleaned as it was left from camp, closed and locked at completion of all scheduled events.
4. Plan and facilitate agenda for Kids Meeting on July 4<sup>th</sup>
5. Manage Community Cookout – first Sunday of July for all DIIA Families.
  - a. Secure necessary permits from Wells Town Hall
  - b. Transport of grills, tables and trash container to/from Community House
  - c. Clean up Post event.
  - d. Coordinate all camp counselors to assist you with this event.

## Assistant to the Executive Director & Tennis Assistant

**Time Period of Employment:** One summer (June 27, 2022 to August 19, 2022) must be available for employment for the time period and hours specified below unless college requires an August earlier return. If you need to leave for college earlier than 8/21/2021, please make note of this in the relevant section on your application. Partial summer employment not accepted for this position.

**Salary:** \$2,475-\$3,400 (minimum of 25 hours per week) (Pending Board Approval)

**Position(s) Available:** 1 individual

**Job Description:** Assistant to Executive Director of DIIA should be a mature, upbeat, energetic and sporty individual 15+ with experience in structuring and running programs for children 8+ years of age for the entire summer specified above. Must work a minimum 25 hours per week, for the entire 9 weeks of the summer season unless otherwise approved by the DIIA President (due to school/college arrival dates). Assisting with tennis instruction and Night Camp evening duties are also required. May be assigned to run the day camp while the Executive Director is away at Tennis events or field trips, or as needed at discretion of the Executive Director. The Assistant to the Big Kids Camp Director reports to the Executive Director. Abides by Code of Conduct. CPR and Defibrillator Certification are a plus.

**Responsibilities include but are not limited to:**

#### I. Assist, Develop, and Supervise “Drakes Island Day Camp”

1. Assist in the development of a well-rounded Day Camp with a daily schedule of games and activities geared towards boys and girls 8+ years of age with particular consideration to safe and fair play. Day Camp takes place outside at the playground, backboard and the beach. Camp hours are Monday – Friday 9:00 to 11:30. The Assistant to the Executive Director should be present at the Community House from 8:30 to 12:00 daily to assist in providing proper supervision and assistance with registrations, speak with parents, set up for afternoon/evening events, clean, etc.).
2. Assist in the planning “off island” activities, including but not limited to, canoeing, mountain climbing, and Mega Day.
3. Assist in the planning of inclement weather activities as appropriate such excursions to the movies or arcades.
4. In the absence of the Executive Director, oversee all counselors of the Big Kids Camp.
5. Assist, the Executive Director, in the taking of daily attendance and maintain current roster of all Day Campers. Maintain Permission and Release forms for all Day Campers. **Does not allow campers to participate if all campers are not 8 years of age or older or without proper permission or release forms signed by a parent or guardian.**

6. Assist, the Executive Director and Little Kids Camp Director, a schedule for daily cleaning of community house and grounds after each day of camp. Maintain and sign a daily checklist to assure the facility and surrounding areas have been properly cleaned and full trash cans be emptied and removed from the Community House.

## II. Maintain Community House Grounds

1. Assist with the cleaning of all areas in and around the Community House to include Playground, Tennis Courts, and Backboard/Basketball Court. Trash pick-up and sweeping at the close of each day.
2. Assist in maintaining DIIA property to include sporting equipment and office.

## Assist Executive Director with Tennis Program and Night Camps

1. Assist the Executive Director in providing tennis lessons on Monday and Wednesday. 4:00-5:00 for beginners. 5:00-6:00 for all others.
2. Assist Executive Director on Tuesday and Thursday evenings from 7:00-8:00 for all Night Camp activities.

## III. Other

1. Attend Kids Meeting on July 4<sup>th</sup>
2. Assist with Community Cookout – first Sunday of July for all DIIA Families.
  - a. Assist in the transportation of grills, tables and trash container to/from Community House
  - b. Assist with clean up following this event

# Little Kids Camp Director

**Time Period of Employment:** One summer (June 27, 2022 to August 19, 2022) must be available for employment for the time period and hours specified below unless otherwise approved by DIIA President (due to school/college arrival dates). If you need to leave for college earlier than 8/21/2021, please make note of this in the relevant section on your application. Partial summer employment not accepted for this position if it interferes with required days and hours of DIIA requirements.

**Salary:** \$2,000-\$2,324 (minimum of 14.5 hours per week) (Pending Board Approval)

**Position(s) Available:** 1 individual

**Job Description:** The Little Kids Day Camp Director should be an upbeat, energetic 17 + years old with experience in working with younger children. Actual work experience with early childhood programs or education is preferable. Must have a love for young children and can structure and oversee programs for children 4 to 7 years of age. Must work the scheduled 14.5 hours per week, for the entire 9 weeks of the summer season unless otherwise approved by the DIIA President (due to college return dates). The Little Kids Camp Director reports to the Executive Director as well as the DIIA President and works closely with the 2<sup>nd</sup> Vice President on the calendar scheduled events. The Little Kids Camp Director assist in overseeing all other hired personnel of the DIIA Little Kids Camp.

Abides by Code of Conduct. CPR and Defibrillator Certification are strongly suggested.

## Responsibilities include but are not limited to:

### I. Develop and Supervise “Little Kids Day Camp”

1. Develop and provide a well-rounded camp, providing, in advance, a schedule of games and activities, geared towards boys and girls 4-7 years of age with an emphasis on non-competitive play. Camp hours are Tuesday – Thursday 9:00 to 11:30. The Little Kids Camp counselor should be present at the Community House from 8:30 to 12:00 on these days to set up for the day’s activities, provide proper supervision and facilitate registration, speak with parents, set up for afternoon/evening events, clean, etc.
2. A calendar and schedule of events complete with weekly themes and/or activities must be designed and approved by the President and ready for publication on the DIIA Bulletin Board by June 24, 2017. DIIA would prefer completion of this calendar to be published in the Driftwood by June 1<sup>st</sup> if possible.
3. It is the responsibility of the Little Kids Camp Director to plan for all the necessary craft and snack materials as needed. This may include off-island trips for art supplies and snacks/beverages.
4. Collect weekly fees and maintain weekly attendance sheets. Submit monies to the Executive Director who will submit to the Membership Treasurer each Thursday with any receipts for supplies. Maintain a budget sheet which shows expenditures and monies collected for each child.

5. Verify age requirements of all campers daily, take daily attendance, check Dues List daily to verify that all attendees have paid the proper membership dues, and maintain current roster of all Day Campers. Maintain Permission and Release forms for all Day Campers. **Does not allow campers to participate if all campers are not between the ages of 4-7 years old or without proper permission or release forms signed by a parent or guardian**
6. Provide direction to the Assistant to Little Kids Camp Director.

## II. Maintain Community House Grounds

1. Coordinate and assist in the daily cleaning, with the assistance of the Executive Director as well as all camp counselors, all areas in and around the Community House to include all floors, equipment used, bathrooms, playground, tennis courts, and backboard/basketball court. Trash pick-up, daily watering of all flower boxes, daily floor sweeping, and bathroom/kitchen clean-up at the close of each day as well as washing the floors when necessary (at least once per week)
2. Maintain a neat and organized Community House office securing all monies collected, Emergency Forms, First Aid Supplies, etc.
3. Supply and keep stock of Little Kids Camp inventory to include: beverages/snacks, ping pong equipment, cleaning and bathroom products.
4. Maintain a clean, uncluttered and organized kitchen area with countertops wiped down daily, dishes and or supplies washed and put away, snacks stored properly, paint supplies or any other supplies used cleaned and put away on a daily basis.

## III: Other

1. Attend the DIIA Opening and Closing Board Meetings (end of June and end of August) and give State of Day Little Kids Camp Address.
2. Work with the 2nd Vice President on scheduled events for the community calendar, this activity takes place pre-season, in the April/May timeframe.
3. Coordinate, with the Big Kids Camp Executive Director, to make sure the Community House is set up and unlocked for all afternoon/evening scheduled events.
4. Attend the Kids Meeting on July 4<sup>th</sup>.
5. Assist Executive Director with the Jetty Cookout – first Sunday of July for all DIIA Families.

# Assistant to Little Kids Day Camp Director

**Time Period of Employment:** One summer (June 27, 2022 to August 19, 2022) must be available for employment for the time period and hours specified below unless otherwise approved by DIIA President (due to school/college arrival dates). If you need to leave for college earlier than 8/21/2021, please make note of this in the relevant section on your application. Partial summer employment not accepted for this position.

**Salary:** \$1,200-\$1,550 (10.5 hours per week) (Pending Board Approval)

**Job Description:** The Assistant to Little Kids Camp Director should be an upbeat, energetic 14+ Years old with experience in working with younger children. Must work a minimum 10.5 hours per week, for the entire 9 weeks of the summer season. Must have a love for young children and can assist in the structuring and overseeing of programs for children 4 to 7 years of age. Abides by the Code of Conduct. CPR and Defibrillator Certification are strongly suggested.

## Responsibilities include but are not limited to:

### I. Assist in the development and Supervision of the “Little Kids Day Camp”

1. Assist in all the duties associated with the Little Kids Day Camp Program as directed by the Executive Director and Director of Little Kids Camp.
2. Camp hours are Tuesday – Thursday 9:00 to 11:30. The Little Kids Assistant Camp counselor should be present at the Community House from 8:30 to 12:00 on these days to assist with the preparation of the day’s activities, provide proper supervision and facilitate registration, set up for afternoon/evening events, assist with the cleaning of the Community House interior and grounds, etc.
3. Assist in the collection weekly/daily fees and maintain weekly attendance sheets.
4. Assist with the verification of age requirements of all campers’ daily, daily attendance sheets, checking Dues List daily to verify that all attendees memberships are current and maintaining current roster of all day campers.

5. Assist in maintaining Permission and Release forms for all Day Campers. **Does not allow campers to participate if all campers are not between the ages of 4-7 years old or without proper permission or release forms signed by a parent or guardian**
6. The Assistant to Little Kids Camp Director reports directly to the Little Kids Camp Director.

## ”Floater” Camp Counselor

**Time Period of Employment:** One summer (June 27, 2022 to August 19, 2022) must be available for employment for the time period and hours specified below unless otherwise approved by DIIA President (due to school/college arrival dates). If you need to leave for college earlier than 8/21/2021, please make note of this in the relevant section on your application. Partial summer employment not accepted for this position.

**Salary:** \$1,250-\$1,500 (15 hours per week) (Pending Board Approval)

**Position(s) Available:** 1 individual

### Job Description:

The Floater Camp Counselor should be a mature, upbeat, energetic and sporty 15+ individual with experience in assisting in programs for children 4+ years of age. Must work a minimum 15 hours per week, for the entire 9 weeks of the summer season. Depending on daily attendance, the Directors will assign you to either of the 2 camps for that day. Abides by Code of Conduct. CPR and Defibrillator Certification are a plus.

### Responsibilities include but are not limited to:

1. Assist in all the duties associated with the Little Kids Day Camp and/or the Big Kids Day Camp Program as directed by the Executive Director and Director of Little Kids Camp.
2. Assist in the development of a well-rounded Day Camp with a daily schedule of games and activities geared towards boys and girls 4+ years of age with particular consideration to safe and fair play. Day Camp takes place both inside the Community House as well as outside at the backboard, playgrounds and the beach. Camp hours are Monday – Friday 9:00 to 11:30. The Floater Camp Counselor should be present at the Community House from 9:00 to 12:00 daily to assist in set up for afternoon/evening events, daily cleaning, etc.).
3. If needed, assist in the taking of daily attendance and maintain current roster of all Day Campers. Verify the Membership is current, Permission and Release forms have been received for all Day Campers. **Does not allow campers to participate if all campers are not 4+ or without proper permission or release forms signed by a parent or guardian\*\*\***
4. Assist, the Directors of Big Kids Camp and Little Kids Camp, with the cleaning of all areas in and around the Community House to include Playground, Tennis Courts, and Backboard/Basketball Court. Trash pick-up and sweeping at the close of each day.

## Hourly Contract Employee/Apparel Assistant

**Time Period of Employment:** One summer (June 27, 2022 to August 19, 2022)

**Typical Salary Range:** \$10 -\$11.5/hour (approx. 2 hours per day on Fridays and Saturdays. Additional Camp Counselor hours will be available on an as needed basis) (Pending Board Approval)

**Position(s) Available:** 2-5 individuals

**Job Description:** Hourly Employee/Apparel Assistant should be a mature, upbeat, energetic and sporty 14+ individual. Assist the Apparel Director with weekly assembling and dismantling of apparel displays for all Saturday sales. At discretion of Executive Director with approval of President of DIIA, assist Executive Director, on an as needed basis, assist with day camp activities, and/or supervising the community house or other programs. Successful applicants will be placed on a list for hourly work. There is no guarantee of a minimum amount of hours for apparel or camp activities. Employees will be called as needed. Abides by Code of Conduct. CPR and Defibrillator Certification are a plus.

### Responsibilities include but are not limited to:

1. Assist the Apparel Director with weekly assembling and dismantling of displays for all Saturday apparel sales.
2. Must have the ability to lift heavy boxes.
3. Must be available Friday & Saturday afternoons for apparel sale set-up and take down.
4. On an "as needed" basis, assist in all the duties associated with the Little Kids Day Camp and/or the Big Kids Day Camp Program as directed by the Executive Director and Director of Little Kids Camp.
5. Reports to the Apparel Director, the Executive Director and DIIA President.