



Cohoes Community Center  
22-40 Remsen Street  
Cohoes, NY, 12047

# Employment Opportunities

The Cohoes Community Center is looking for:

## **1 Full time Assistant Director of Camp Discovery**

### **Description**

The Assistant Director aids the Camp Director in the daily operation of camp. The Assistant Director concentrates more on discipline issues that may arise within the camp and the programming of activities for campers. The Assistant Director is also responsible for the orientation of all new campers.

### **Qualifications:**

- Must be at least 21 years of age
- Supervisory experience
- Must be successfully screened through the State Central Registry
- Must complete the NYS Sex Offender registry search

### **Responsibilities**

- Maintain Sign-in/Sign-out sheet at drop off and pick up times
- Check ID's of persons picking up the campers
- Fill in as supervisor for age groups as needed
- Assist with camper transitions throughout the day
- Keep moving from group to group and make sure they are busy
- Assist with difficult campers
- Assist with rainy day activity adjustment and movement to available spaces
- Greet and direct any special onsite people visiting
- Receive Parent fees every Thursday
- Oversee all staff in their group
- Maintains any paperwork as needed
- Helps with planning of activities

Applicants can apply at the Cohoes Community Center or send resumes to:

Ben Martin

22-40 Remsen Street

Cohoes, NY 12047

Or Fax to: 518-237-7524

Email to: [bmartin@cohoescommunitycenter.org](mailto:bmartin@cohoescommunitycenter.org)