American Embassy Community Services Association

Employment Announcement

Open to: Eligible Family Members (AEFMs)

Position: **AECSA Summer Camp Director**

Salary: commensurate with experience

Opening Date: Thursday, February 14, 2013

Closing Date: Wednesday, February 20, 2013

Work Hours/Contract: 10-40+ hours per week. Must be available to accommodate the work demand whether it is after hours, on weekends or holidays. This is a seasonal position (March through August.)

Place of Work: US Embassy Amman, AECSA facilities

Who May Apply: Resumes will be accepted from all Eligible Family Members (EFMs) with the requisite skills and experience. Applicants must be at least 18 years of age. Family Members of AECSA Board members are not eligible for AECSA employment.

Summary of Duties: works with the AECSA Board of Directors, management, staff, Post representatives and camp counselors to develop a summer day camp program consistent with the needs and interests of the American Embassy community. This is a supervisory position that requires extensive planning, organization and decision making.

Essential Job Functions:

- Recruit, interview and hire Camp Counselors and Coaches
- Conduct training of Camp Counselors
- Maintain open communication with the AECSA Board of Directors and Management as necessary
- Develop effective written program plans including daily schedule of games, crafts, field trips, special events, etc. for the Summer Camp Program in consultation with the AECSA management
- Assure that equipment, supplies and facilities are safely and properly prepared and maintained for use by the program participants and staff
- Electively supervises, coaches, and mentors Camp Counselors
- Evaluate Camp Counselors and jointly develops improvement plans when necessary
- Recruit needed volunteers
- Garner publicity for the recreation program and/or special events through advertisements
- Work with the AECSA management to determine fees to be charged

- Maintain accurate and detailed financial records. Control revenues and expenditures and make recommendations for future budget considerations
- Develop a system of record keeping for all resources including volunteers, coaches, counselors, camp attendees, special events, purchases, etc.
- Assist with evaluation of program
- Prepare oral and written reports on all aspects of the Summer Camp Program as requested

Basic Qualifications: Experience and Knowledge

- Excellent knowledge of the principles, philosophy and practices of recreation administration (e.g. program planning, leadership, risk management, budgeting, marketing and public relations)
- The ability to plan, promote and evaluate recreation services for the Summer Camp Program
- Leadership skills for a wide range of recreation activities and special events
- The ability to establish and maintain effective working relationships with the AECSA Board of Directors, Management, staff, and Camp Counselors
- The ability to communicate effectively orally and in writing
- The ability to lead and individually work to accomplish camp goals
- Public and customer relations skills are required
- Must have strong computer skills in word processing and spreadsheet applications, i.e. Word, Excel, Quickbooks POS
- Excellent command in written and spoken English (4-4 level) is required
- Must have excellent interpersonal skills and the ability to work independently and with others
- Must have excellent communication skills, with the ability to effectively interact with people at all levels
- Must possess excellent understanding of customer service standards and the needs of the American Foreign Service cliental

How to Apply:

Please submit cover letter and resume in closed envelope to AECSA General Manager in the AECSA office or submit by email to Gooden-HeltonJL@state.gov or SeilingJY@state.gov no later than February20, 2013.