



Asst. 'Finance Is Fun' Director

Classification: Hourly, non-exempt

Reports to: 'Finance is Fun' Director

Basic Function: To plan, direct, manage and supervise Hartford's Camp Courant Fairview Capital Partners 'Finance Is Fun' program.

Responsibilities

- Must be 18 years or older
- Develop curriculum and program plans, including assessment tools, appropriate for each age group, with a focus on the following;
 - Hands on learning opportunities for Campers to understand how money is earned, saved, spent and budgeted;
 - The role money plays in campers families day to day lives;
 - Bill and coin recognition;
 - The role of philanthropy and the importance of 'giving back';
 - Wants vs. needs;
 - Correlation between education, work and finance;
- Provide program goals, objectives and activities to Camp Program Coordinator one week prior to Camp opening;
- In collaboration with the Comptroller, order supplies as needed and provide receipts within one week of purchase;
- Effectively supervise and evaluate all 'Finance is Fun' program activities and make recommendations for improvements as needed;
- Train and supervise counselors to assist with daily programs and activities;
- In collaboration with the Comptroller and the Transportation Director, plan and organize field trips as necessary, and submit requests for payment at least one week in advance of activity;
- Attend any additional staff trainings and meetings as necessary;
- Provide year-end report to the Camp Director no later than one week after the last day of Camp;
- Provide weekly recap of program activities to the Program Coordinator by the close of business each Friday;
- Take inventory of supplies and equipment, check for needed repairs and provide recommendations to Camp Director;
- Perform a variety of additional duties as deemed necessary to achieve the goals of Hartford's Camp Courant.

Equivalent Education Level

- Completion of some college course work required, college degree preferred, with concentration in business or finance.

Specific Skills Required

- Ability to work outdoors for an extended period of time;
- Outstanding planning and organizational skills;
- Ability to develop curriculum and measurement tools;
- Proven success in managing programs;
- Demonstrated ability to train groups and individuals;
- Excellent interpersonal communication;
- Strong written and verbal communication skills and ability to communicate effectively with persons of diverse backgrounds;



- Unwavering commitment to children.