



Job Title: Assistant Director  
Classification: Nonexempt (*Seasonal*)  
Reports to: The assistant director will report directly to the camp director.  
Salary Range: \$350-450 per week  
Note: This position does require pre-camp work.

#### Position Purpose:

To assist the camp director in all aspects of camp, ranging from programs, activities, campers, staff, parents and more. To facilitate an exciting and safe camp environment. To push camp to embody its mission and core values.

#### Essential Job Functions:

1. Assist the camp director with the administration, management and supervision of a comprehensive summer camp program serving children and youth aged 5 to 18.
  - ◆ Assist in planning/setting up/taking down camp activities as necessary.
  - ◆ Engage with campers, both to build relationships and to gauge safety, happiness, etc.
2. Assist in training and supervising staff.
  - ◆ Assist in the planning and implementation of staff training.
  - ◆ Train activity leaders in their activity responsibilities.
  - ◆ Supervise activity leaders to provide a safe and high-quality program.
  - ◆ Supervise the activity leader evaluation process.
3. Assist in managing the physical facilities and equipment around camp
  - ◆ Assist with camp set up.
  - ◆ Teach and monitor proper use of equipment.
  - ◆ Check equipment, and make (or file for) repairs.
  - ◆ Conduct a daily check of equipment for safety, cleanliness, and good repair.
  - ◆ Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
  - ◆ Survey camp areas daily, and keep the area free of hazards and debris.
4. Participate as a member of the program staff and leadership team to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
  - ◆ Assist in the planning of any special events as necessary.
  - ◆ Participate in program staff, leadership team, and staff meetings.

#### Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◆ Additional duties as assigned.

#### Relationships:

The assistant director will communicate with the camp director to ensure the safety and effectiveness of camp. He or she will also communicate safety guidelines and protocols to campers and staff members and monitor the staff around camp.

It is important that the assistant director communicate and plan with the both the camp and conference center staff and the camp nurse to ensure safety.

#### Qualifications

- ◇ Current certification in first aid and CPR.
- ◇ Experience in supervising others especially peers is desirable.
- ◇ 3-5 years previous camp experience

#### Knowledge, Skills, and Abilities:

- ◇ Training and experience in a variety of program activities offered at the camp.
- ◇ Ability to schedule and supervise staff.
- ◇ Desire and ability to work with children outdoors.

#### Physical Aspects of the Position:

- ◇ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ◇ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◇ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

*Must be willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.*

**The assistant director will serve as a member of program staff and leadership team.**

#### Typical Day

- ◇ 8:00 am - Breakfast: Mingle with campers and ensure their needs are met.
- ◇ 8:40 am - Staff Meeting: Assist the camp director in leading staff meeting. Bring updates, advice, etc.
- ◇ 9:00 am - Activity 1: Monitor campers and staff at different activities.
- ◇ 10:00 am - Activity 2: Monitor campers and staff at different activities.
- ◇ 11:00 am - Small Group Check In: Meet with staff for devotion.
- ◇ 11:20 am - Cabin Time: Break
- ◇ 12:00 pm - Lunch: Mingle with campers and ensure their needs are met.
- ◇ 1:00 pm - Devotion - Break
- ◇ 1:30 pm - Rest Period: Assist in preparation of afternoon all-camp if necessary.

- ◇ 2:30 pm - Afternoon All-Camp: Assist in leading/setting up activity as necessary. Participate fully by engaging campers, listening, mingling, etc.
- ◇ 3:30 pm - Canteen and Optionals/Deans Program: Younger campers will attend deans program. Older campers will attend canteen and optionals.
  - The assistant director will assign Optionals each day. This should be done the night before, and copies should be made and distributed to staff at morning staff meeting.
- ◇ 4:30 pm - Canteen and Optionals/Deans Program: Older campers will attend deans program. Younger campers will attend canteen and optionals.
  - The assistant director will assign Optionals each day. This should be done the night before, and copies should be made and distributed to staff at morning staff meeting.
- ◇ 5:30 pm - Cabin Time: Help as needed.
- ◇ 6:00 pm - Dinner: Mingle with campers and ensure their needs are met.
- ◇ 7:00 pm - Evening All-Camp: Assist in leading/setting up activity as necessary. Participate fully by engaging campers, listening, mingling, etc.
- ◇ 8:00 pm - Staff Meeting: Actively listen and participate in meeting with all staff.
- ◇ 8:30 pm - Break