



**Job Title:** Assistant Director

**Classification:** Nonexempt (*Seasonal*)

**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 7 to 18.
  - a. Assist in planning, setting up, and taking down camp activities as necessary.
  - b. Engage with campers, both to build relationships and to gauge safety, happiness, etc.
  - c. Engage with staff daily to help manage both physical and mental health and to be aware of and assist in any camper/cabin issues that may arise.
2. Assist in training and supervising staff.
  - a. Assist in the planning and implementation of staff training.
  - b. Train activity leaders in their activity responsibilities.
  - c. Supervise activity leaders to provide a safe and high-quality program.
3. Create the weekly schedule.
  - a. Work with the Director, Program Director, and Activities Director to create the weekly schedule.
4. Participate as a member of leadership and program staff to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
  - a. Assist in the planning of any special events as necessary.
  - b. Participate in program staff, leadership team, and staff meetings.

**Other Job Duties:**

1. Participate enthusiastically in all camp activities, planning and leading those as assigned.
2. Assist with check-in of campers, check-out of campers, and answer questions of parents.
3. Encourage all staff in their spiritual walk with God.
4. Model a positive attitude and Christ centered life to the staff, volunteers, and CITs.
5. Additional duties as assigned.

**Relationships:** The assistant director will communicate with the camp director to ensure the safety and effectiveness of camp. They 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 both the camp and conference center staff and the camp nurse to ensure safety.

**Qualifications:**

1. Experience in supervising others, especially peers is desirable.
2. 3-5 years previous camp experience



**Knowledge, Skills, and Abilities:**

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

**Physical Aspects of the Position:**

1. Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. 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 programs in the facility available. Operate with daily exposure to various weather conditions.*

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