

Job Description Assistant Camp Director

Summary/Objective:

As the Assistant Camp Director, you will play a key leadership role in ensuring the effective operation of all aspects of camp. Reporting to the Camp Director, you will guide the camp team and support staff growth while promoting the camp's mission and goals. Your responsibilities include but are not limited to overseeing daily operations, coordinating staff and program needs, ensuring health and safety standards, assisting with administrative and logistical tasks, and acting in place of the Camp Director when they are unavailable.

You are/ You have:

- Proven, effective communication skills with a diverse range of age and skill levels.
- Cognitive and communicative ability to manage multiple camp areas and tasks.
- Working knowledge of common camper illnesses and sanitation.
- Ability to identify and inspect facilities and respond to hazards while maintaining supervision.
- Willingness to safely drive a passenger vehicle with passengers.
- Ability to think and act calmly in a crisis.
- Able to maintain accurate and legible records.
- Excited to develop, implement, and adjust informal instruction of a variety of program areas.
- A love for all things camp!

Reports to: Camp Director

FLSA Status: Seasonal - Exempt

Pay: Weekly rate of \$810

Essential Functions:

Physical/ Mental Demands:

- Live in a variety of quarters with other staff outdoors which may include, but not limited to: directly on the ground, primitive camping, rustic cabins, or dormitory cabins.
- Must possess strength and endurance, and emotional well-being required to maintain supervision of campers and staff.
- Seated computer work up to 3 hours at a time.
- Ability to go without personal electronic devices for several days at a time while on duty.
- Prolonged standing, some bending, stooping, climbing, and stretching.
- Hand-eye coordination and manual dexterity to manipulate outdoor and camp equipment.
- Ability to lift up to 50 lbs.
- Daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
- Hiking or walking long distances; up to 3-6 miles per day.
- Mental and emotional ability to appropriately handle sensitive and/or confidential information.

Administrative

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- Assist the Camp Director as needed, and act as Camp Director if Camp Director is unavailable.
- Help plan and deliver summer camp sessions.
- Develop, implement, and assist with camp routines, schedules, and procedures for camp operation.
- Support pre-camp training, weekly staff meetings, and post-camp cleaning and inventory.
- Manage business receipts and payroll.
- Maintain confidentiality and professionalism when handling sensitive information.
- Maintain clear and positive written/verbal communication.
- Communicate effectively via phone, email, and online tools.
- Prioritize and offer a high level of customer service.

Program

- Coordinate facility and equipment usage to ensure units meet session goals.
- Support administrative staff in creating girl-driven, safe, creative, and educational program schedules.
- Help plan off-site Trip and Travel if applicable.
- Ensure active camper and staff involvement.

Staff and Camper Support

- Regularly and consistently provide supervision, guidance, and feedback to staff.
- Partner with the Camp Director to ensure appropriate staff conduct and accountability.
- Assist in staff development planning by understanding the staff and campers.
- Promote diverse activities with respect and appreciation for differences and ensuring that all materials, activities, and programs are sensitive to the interests, values, needs of people of all racial/ ethnic groups, cultures and abilities.
- Oversee dining hall operations.
- Encourage campers and staff to take on challenges.
- Address conflicts between staff and/or campers with caretakers as needed.

Health and Safety

- Serve as incident commander if Camp Director is unavailable.
- Instruct emergency procedures and understand roles of crisis management.
- Ensure activities meet safety standards.
- Observe and manage camper/staff behavior and assess its appropriateness.
- Support medical transportation as needed.

Required Education and Experience Qualifications:

- Minimum 21 years of age.
- Must be fully vaccinated against COVID-19 and able to provide written proof at the time of hire.
- At least one season of supervisory experience, preferably in youth activities.
- Any certifications within the past three years must have 3rd party documentation.
- First Aid and CPR certification (*provided at staff training*).
- Current driver's license, safe driving record and willingness to drive a passenger vehicle is a plus.
- 6-day work week with weekends required. 24-Hour break period given weekly.
- This position is designated as a safety sensitive position.

This role ensures a successful camp experience, focusing on safety, program quality, and staff support.