

Camp El-O-Win

Job Description

Job Title: Assistant Camp Director
Classification: Non-Exempt (Seasonal)
Reports to: Camp Director

Position Purpose:

To further the mission of the camp through the planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Supervise Program Specialists and Unit Leaders. Assist in the management of the overall camp operation at the direction of the camp director.

Essential Job Functions:

1. Deliver a fun program to campers.
 - a) Ensure program plans are prepared and implemented that meet camp outcomes and the abilities and desires of the campers.
 - b) Evaluate program delivery abilities of staff.
 - c) Deliver progressive program activities.
 - d) Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
 - e) Coordinate all camp program and campfire activities with other staff.
 - f) Supervise Camper Council in planning an all camp activity.
2. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
 - a) Assist in the implementation of staff training.
 - b) Provide guidelines for programs utilizing camp equipment.
 - c) Ensure campers and staff follow safety procedures in all program areas.
 - d) Assist in the management and care of the physical facilities and equipment in all program areas.
 - e) Ensure that program areas are kept free of hazards and debris.
3. Supervise and evaluate Program Specialists in developing and implementing program activities and safety practices in their area of expertise.
 - a) Regularly monitor work of program specialists, providing feedback and guidance as appropriate.
 - b) Provide recommendations and concerns to camp director regarding program specialists' performances.
4. Supervise Unit Leaders as care-givers of campers in their charge.
 - a) Guide campers through girl-planning process to determine activities.
 - b) Assist Unit Leaders in problem solving, skill development, leadership, fostering an environment which engages each camper.
5. Develop and implement schedules and records for all areas of camp program and facilities.
 - a) Create camper and group program and activity schedules.
 - b) Develop and supervise staff schedule for programs and activities.
 - c) Collect and evaluate records; report and evaluate camp program and activity areas.

Other Job Duties:

- Attend administrative staff meetings.
- Maintain clear and positive written and verbal communication with all camp staff.

- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Provide ongoing program ideas to counseling and activity area staff.

Equipment Used:

Identify the specific equipment and facilities at the camp, which may be the responsibility of this position.

Qualifications:

- Experience in administrative roles at camp.
- Experience in the development and delivery of programs and activities for similar population.
- Current instructional certification in program or related experience.
- Desire and ability to work with children outdoors.
- Must submit required employment forms prior to the first day of camp

Knowledge, Skills, and Abilities:

- Training and experience in teaching program to adults and children.

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.

Physical requirements include: endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Ability to lift 30 – 50 pounds. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the dirt, sun, heat and varying weather conditions and animals such as bugs, snakes, bats, etc.