

Assistant Summer Camp Director Job Description

Titles: Assistant Summer Camp Director

Job Summary: To plan, direct, and supervise a summer residential camp program for youth, ages 7-16, with the assistance of the Summer Camp Director by efficiently carrying out the mission of the camp program, and assigned goals and objectives.

Key Responsibilities:

A. Specific Responsibilities

- Assist the Summer Camp Director in the administration of the camp throughout the summer program.
- Direct and administer the camp in the absence of the Summer Camp Director.
- Be knowledgeable, and assist with the implementation of rules and procedures to ensure compliance with the Department of Licensing and Regulatory Affairs and American Camp Association standards.
- Work to uphold the philosophies of the Camps Connect including those of SVdP and CYO by demonstrating a strong faith commitment.
- Assist with the recruiting of both campers and staff.
- Assist with the interviewing and hiring of summer camp staff.
- Assist with the planning and implementation of the staff training weeks and weekly meetings held during the summer program.
- Propose and implement systems that will improve administration or service delivery of the camps program.
- Periodic replacement of camp staff personnel as needed during the summer.
- Promote a positive public image by having a working knowledge of all camp programs and special events.

B. Essential Functions

- Monitor, observe and evaluate the camp staff and camp program on a regular basis.
- With the assistance of both the Director of Camp Services and Summer Camp Director, assume responsibility and accountability for major decision making throughout the summer program.
- Monitor all health and safety practices and procedures as they pertain to the complete supervision of all.
- Help provide an atmosphere for developing good Christian morale and well-being among the camp staff and campers.

C. The above are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Positions Supervised: Summer Camp Staff (team leaders, counselors, activity specialist and volunteers)

Supervised by: Summer Camp Director

Budget Impact: \$400 a week plus room and board

Qualifications:

- At least 24 years of age with a genuine liking for children, young adults and camp life.
- Bachelor's degree or working towards one in education, recreation, or a related field, or ACA Camp Director Certification.
- Minimum two years of administrative or supervisory experience, preferably in a camp setting.
- Minimum four years of experience working with children.
- Able to follow instructions, carry out assignments, maintain records, and coordinate multiple activities.
- Solid problem-solving skills, be able to work under pressure and handle multiple tasks.
- Ability to effectively supervise and guide staff and campers.
- Positive evidence of leadership and communication ability with staff, campers, parents and the public.
- Physical and cognitive ability to respond appropriately to emergency situations.
- The ability to maintain confidentiality.