



## Assistant Camp Director Job Description

- Qualifications:** Position requires current college attendance and prior administrative and supervisory experience in an organized camp for children. Qualified candidates have competency to lead computer-related and recreation workshops for children and the ability and desire to supervise and serve as a role model for young people in a day/residential camp environment.
- Reports to:** Camp Director
- Scope of Job:** Assist the Camp Director as instructed in all aspects of camp operations. Assume Camp Director's role when he/she is away from camp or off duty.
- Responsibility:** Help ensure the successful and high quality operation of our camp such that campers are safe and they are happy with our program including its counselors, workshops, recreation activities, weekend activities, evening activities and accommodations.
- Duties Include:**
- Assist in emergencies if you have updated first aid and/or CPR credentials.
  - Lead up to three workshops as directed by the Camp Director.
  - Work with the camp director in leading and coordinating all aspects of camp.
  - Particular emphasis on assisting in the scheduling of camper recreation and classroom-based workshops and other activities.
  - Work with the camp director to ensure successful execution of the curriculum.
  - Assist in the training of camp counselors in all aspects of camp policies and procedures.
  - Assist in overseeing camp counselors, campers and counselors-in-training.
  - Work with the camp director in managing counselors' effectiveness in caring for campers.
  - Assist in overseeing the health care supervisor.
  - Implement and oversee camp policies and procedures governing camper life and conduct.
  - Ensure the maintenance of good camper behavior and order in all camp activities.
  - Assist camp director as directed in tracking camp inventory (e.g. computer equipment and supplies, software, games, recreation equipment etc.).
  - Assist camp director as directed in tracking the meal consumption per contract with foodservice supplier.
  - Counsel with colleagues, students, and parents as needed.
  - Attend and assist during Staff Orientation Program and ongoing staff meetings.
  - Assist the Camp Director as directed during the set up and break down of the camp.
  - Perform any other reasonable duties as directed by the Camp Director for the successful operation of the camp.
  - Report daily to the camp director regarding day to day operations of the camp