

## **Job Description Assistant Camp Director**

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### **Summary/Objective:**

As an Assistant Camp Director, you will play a pivotal role in ensuring the effective operation of our camp program while encouraging staff growth and professional development. Reporting to the Camp Director, you will supervise and support staff while promoting the camp's mission and goals. Your responsibilities include but are not limited to administrative tasks, staff/camper support, health and safety, program coordination, and act in place of the camp director if unavailable.

### **You are/ You have:**

- Proven, effective communication skills with diverse age ranges and skill levels.
- Cognitive and communicative ability to manage multiple camp areas/ 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

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### **Essential Functions:**

#### **Physical/ Mental Demands:**

- Live in a variety of quarters with other staff outdoors which may include, but not limited to directly sleeping 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.
- 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 40 lbs.
- Daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
- Hiking or walking long distances; up to 3-5 miles per day.

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### **Administrative**

- Assist the Camp Director as needed.
- Help plan and deliver summer camp sessions.
- Develop and implement camp routines, schedules, and procedures for camp operation.
- Support pre-camp training, staff meetings, and budget tracking.
- Manage business receipts, payroll, and camp store operations.
- Assist with ordering, purchasing, and distribution of supplies.
- Oversee dining hall operations.
- Maintain confidentiality and professionalism when handling sensitive information.
- Maintain clear and positive written/ verbal communication.
- Communicate effectively via phone, email, and online tools.
- Coordinate online communication through blog posting, Facebook management, etc.
- Participate in pre/ post camp inventory, and general clean up as assigned.
- 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, creative, and educational program schedules.
- Help plan off-site Trip & Travel if applicable.
- Ensure active camper and staff involvement.

### **Staff and Camper Support**

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

### **Health and Safety**

- 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:**

- Minimum 21 years of age.
- At least one season (six weeks) of supervisory experience, preferably in youth activities.
- Third-party documentation of skills and experience in program areas within the past three years.
- First Aid and CPR certification (provided at staff training).
- Current driver's license and safe driving record.
- 6-day work week with weekends required. 24-Hour break period.
- This position is designated as a safety sensitive position.



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Join our team and contribute to an enriching camp experience for campers and staff alike.