



POSITION DESCRIPTION TITLE: Assistant Camp Director

DEPARTMENT: Camp O'Malley

REPORTS TO: Camp Director

CLASSIFICATION: Non-exempt, Seasonal

PRIMARY FUNCTION:

The Assistant Camp Director supports the Camp Director in camp operations, including mentorship of staff, programming, training, and camper experience. The Assistant Camp Director acts in a leadership role at Camp. This position will support day and overnight summer camp programming, rentals, and events and maintain a commitment to organizational mission and values.

Key Roles

- Assist in the planning and facilitation of pre-camp training and weekly Camp staff meetings
- Assist in the development and delivery of camp programs.
- Ensure safety standards are met, and risk management procedures are followed.
- Support administrative work as needed
- Assist with the coordination of camper registration, communication, and check-in/check-out processes.
- Exert a high level of leadership and work closely with the Camp Director to serve as the second lead person in the oversight of the camp and activities
- Serve as the substitute Camp Director if the director is off-duty or out of camp
- Assist with overnight camp operations.
- Act as a mentor to all camp staff providing hands on feedback and training.
- Lead programming as needed.

Additional Responsibilities:

- Agree and follow the staff code of conduct and all staff policies
- Work with Camp Director to establish recognition initiatives for all camp staff
- Assist in daily property clean up: program areas, restrooms, cabins, dining hall, and grounds
- Assist with Special Events which may include occasional weekends
- Participate in weekly Camp meetings,
- May be required to drive an organizational vehicle
- Handle and serve food
- Other duties as assigned

The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain, or to be interpreted as, a

comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.

SKILLS/KNOWLEDGE REQUIRED:

- At least 21 years old
- High School Diploma or GED Equivalent
- Previous leadership experience in camp, youth development, or recreation.
- Strong organizational, communication, and problem-solving skills.
- Ability to work collaboratively with staff, families, and the community.
- Flexibility to work evenings and weekends as required by camp and rental operations.
- Knowledge of youth development and experience working with youth ages 6-18
- Ability to motivate youth and manage behavioral problems in a supportive manner
- Ability to develop, plan and implement quality programs for youth
- Experienced working with diverse groups of people
- Comfortable with public speaking and leading large groups
- CPR and FIRST AID Certified or ability to be certified
- Valid State ID

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

This position is primarily spent on physical activities outdoors. While performing this job, the employee is frequently required to walk, sit and stand; talk or hear; use hands and fingers; handle or feel objects, tools or controls; and reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and may be frequently required to run. The employee must remain physically fit enough to keep children safe in an emergency. The employee must occasionally lift and/or move up to 50 pounds. Must be able to stand for extended periods of time. Specific vision abilities required by this job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to perform certain duties. The noise level in the work environment can range from quiet to loud in recreation and play settings when children are present. All employees working directly with children may be required to work outdoors in various types of weather conditions.

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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____