

## Assistant Summer Camp Director Job Description

Job: The position of Assistant Summer Camp Director is a seasonal summer position only. The responsibilities of the Assistant Director is to work closely side by side with the Operations Director and other members of the Admin team to ensure we can provide a safe and fun environment for not only all of our campers but also our staff/volunteers. This person must have exceptional communication skills and be able to work in a fast-paced environment with both their co-workers and campers and handle stressful situations to the best of their abilities at all times. Please read the following responsibilities and requirements carefully prior to submitting your staff application. **Please note ~ The Admin Team has the right to change or alter this job description at any time at their discretion.**

### Responsibilities:

- Serve as the main point of communication to parents regarding all daily information as well as unique situations as they arise
- Effective and clear parent/guardian communication skills
- Effective and clear communication between campers/counselors and supervisory staff
- Organize, facilitate, and maintain an effective drop off and pick up system for all Marshall programs, as well as assist with the Maple/Clover system if needed
- Maintaining program paperwork and records including attendance, medical information, and other pertinent forms, ensuring accuracy and proper retention
- The ability to work with others during a variety of situations, including emergencies
- Able to work in a fast-paced environment with all staff and campers on a daily basis
- Work alongside the Camp Operations Director to ensure programs are running accordingly, staff are in appropriate places when needed and all operations are running smoothly. Ability to step in and help sort out the issues seen or when they arise in the day
- Ability to see safety concerns in all programs/classes or areas of camp and to handle/fix these concerns to the best of your ability or to pull in help as needed in a timely manner
- Work closely with the staff to ensure all teams can work together and run smoothly and safely, assist staff in any/all conflicts as needed and work with staff to sort out conflicts between one another with the help of the Operations Director and Admin Team as needed for support
- Ability to support staff in dealing with any camper related issues, staffing related issues and to support in any way needed to the best of your ability, bringing in the Camp Operations Director and Admin Team with camper issues and conflicts as needed
- Work closely with the Leadership Team and Admin Team as needed to handle any behavioral or disciplinary actions
- Assist the Program Manager with program materials/ideas and scheduling if needed

- Help in preparing/organizing staff training and aid in teaching certain aspects of training materials to staff as needed
- Cover any program areas/staff if needed in any class or activity
- Ensure any/all deadlines given to staff are met, assist with providing help and resources to staff if needed
- Help the Operations Director and Admin Team in the office with any paperwork required
- Follow and enforce all DPH/ACA/Camp Marshall mandated hygiene and health protocols and all mandated policies/procedures
- Oversee all campers and staff, assist with issues as needed and ensure all counselors are doing their outlined duties in a positive and efficient way and are aiding in providing a fun and safe environment for everyone in the program.
- Ability to successfully manage, coordinate, and evaluate staff
- Ability to train staff, observe staff within their program, effectively coach to improve behaviors as needed, correct negative behavior, and evaluate performance behaviors both positive and negative, prioritizing urgent feedback as necessary
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Ability to problem solve, utilize quick thinking skills, and resolve situations in emergency scenarios
- Ability to observe, recognize, and resolve bullying and homesickness utilizing skills obtained through staff training or previous training
- Ability to recognize when a camper or staff member is in need of medical attention, regardless of camper/staff desire
- Ability to delegate and assist in the completion of tasks related to keeping the campers environment clean such as set up, clean up, and general cleaning
- Assist counselors with group management techniques to help get the campers to scheduled program areas, activities and meals on time
- Organize and attend weekly check in meetings with all Leadership staff
- Enthusiastic participation in activities (songs, day/evening activities etc.)
- Ability to maintain composure in high stress situations, handling them to the best of your ability and requesting help from Operations Director and Admin Team when needed in a timely manner
- Serve as the point person at meals being accessible to staff as needed, maintaining order in the dining hall with appropriate behavioral standards being enforced, and ensuring all staff are fulfilling their assigned dining hall duties
- Follow and enforce all DPH/ACA/Camp Marshall mandated hygiene and health protocols
- Other duties of overnight counselor as needed (please review Traditional Job Description)
- Other duties as needed and as assigned from Admin Team

Requirements:

- Must be 21 years of age or older
- Must be CPR/First Aid certified (Camp can provide if not currently certified)
- Must complete a CORI/SORI/NSOR (provided by Camp)
- Previous work experience in a leadership position of at least 2 years (in any setting)
- Previous work experience with children of at least 2 years (in any setting)
- Must be present for, on time, and assist with staff training as directed by Admin Team
- Must have the physical ability to assist campers in an emergency (fire, evacuation, illness, injury) and possess strength and endurance required to maintain constant supervision of campers and maintain direction with staff
- Physical endurance to be on one's feet walking, crouching, bending, twisting, reaching above head, and lifting a minimum of 50 lbs.
- Follow and enforce all Camp Marshall policies and procedures at all times.