



## Assistant Camp Director

Position Title: Assistant Camp Director

Employment Status: Seasonal, Temporary starts Spring 2022

Pay: Daily rate, meals and lodging included.

Responsible to: Camp Director

### Description of Responsibilities:

Assistant Camp Director is the supervisor Unit Director. This position assists in the day-to-day operation and supervision of a comprehensive camp leadership team. Coordinate facility schedules for individual units at each camp facility. Responsible for supervising, training, and mentoring all unit staff. This person should have administrative, supervisory experience in organized camps and be able to further the mission of the camp through the planning and delivery of specialized programs and events. Group leadership, youth development experience and program development skills needed. Promote high standards in all aspects of the camp program. Serve as a role model to campers and staff by through actions, appearance, manners, language, and general conduct. Participate enthusiastically in all camp activities, planning and leading those as assigned.

The Assistant Camp Director will work with the Volunteer Experience Manager and Camp Director to interview volunteer staff for the camp program in the spring. They will ensure the Okizu camp traditions and customs implemented into the camp schedule.

### **ESSENTIAL DUTIES:**

1. Deliver a fun and safe program that meets the standards of Okizu and ACA.
  - Ensure program schedules are prepared and implemented that meet camp outcomes and the abilities of the campers.
  - Evaluate program delivery abilities of staff.
  - Deliver progressive program activities.

- Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
  - Coordinate all camp program and campfire activities with program staff team.
2. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
    - Ensure that ACA standards, state codes, and guidelines from Okizu are being followed.
    - Follow and uphold all safety and security rules and procedures.
    - Set a good example to campers and others regarding general camp procedures and practices including sanitation, schedule, and sportsmanship.
    - Provide guidelines for programs utilizing camp equipment.
    - Ensure campers and staff follow safety procedures in all program areas.
  3. Assist in the management and care of the physical facilities and equipment in all program areas.
    - Oversee daily checks of area and equipment for safety, cleanliness, and in good repair.
    - Ensure that program areas are kept free of hazards and debris.
  4. Develop and implement schedules and records for all areas of camp program and facilities.
    - Support staff in the creation of program and activity schedules.
    - Develop and supervise staff schedule for programs and activities.
    - Collect and evaluate records; report and evaluate camp program and activity areas.
  5. Act as a member of the camp senior staff team (Medical Director, Camp Director) both within activities and throughout the camp day to plan, direct, and supervise all camp operations.
    - Address program concerns in a timely manner; effectively communicate changes and concerns with the Camp Director.
    - Assist in the planning and implementation of staff trainings.
    - Serve as a role model through communication, relationship development, respect for diversity, involvement, and empowerment of youth.
    - Participate as a member of the camp staff team to deliver and supervise evening programs, special programs, sleep outs, and other all-camp activities and camp functions.

- Participate in senior staff meetings and lead daily staff meetings as needed.

6. Other duties as assigned.

### **JOB REQUIREMENTS:**

#### **Required Experience:**

- Previous experience in residential camping.
- Current certification in first aid and CPR.
- Minimum six weeks previous experience in a management or supervisory position.
- Prior experience in the development and delivery of recreational programs.
- Must submit health history record and examination completed by MD, RN, PA or NP form on first day of work.
- **Minimum age: 21 years**

#### **Knowledge, Skills, and Abilities:**

- Support the beliefs and principles of the Okizu organization.
- Knowledge and experience with Okizu camp program preferred.
- Training and experience in a variety of program activities offered at the camp.
- Ability to schedule and supervise staff.
- Desire and ability to work with children outdoors.
- Excellent oral and written communication skills.

#### **Physical Aspects of the Position:**

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid.
- Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Ability to lift 40-50 pounds.
- Ability to carry and load luggage, tables, chairs, and other waterfront equipment.
- Ability to walk/hike several miles daily, at various grades, elevations, and on uneven terrain.

- Possess endurance including prolonged standing, some bending, stooping, and stretching.
- Operate with daily exposure to the various weather conditions.
- Willing to live in camp setting and work irregular hours delivering program in the facility
- available.
- Operate with daily exposure to various weather conditions and animals such as bugs, snakes, bats, raccoons, and other wilderness animals common to the area.
- Benefits: Meals and Lodging

*Okizu is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.*