CAMP
BLODGETT
Summer Camp

Job Description
Assistant Camp Director, PM

Employment Status:

- Seasonal Position

Qualifications:

- Be at least 21 years of age.
- Have a minimum of one year of experience on staff at Camp Blodgett.
- Willing to actively pursue and fulfill the goals and mission of Camp Blodgett.
- Possess enthusiasm, a sense of humor, a strong sense of maturity, and patience.
- Have refined leadership and intrapersonal skills.

Responsible to:

- Camp Director and Executive Director

Night Ranger Responsibilities:

- Daily camp observation, which includes but is not limited to observation of cabin time, workshops, sports activity time, evening activity, and meals.
- Address any safety issues or behaviors that are not in line with camp's mission.
- Enforce camp behavior management plan and disciplinary policy for campers and staff as set forth in the Camp Blodgett Staff Manual, staff letter of agreement, and camper registration. Review camp rules with campers as necessary.
- Collaborate with staff on camp objectives and goals as set forth in the Camp Blodgett Staff Manual.
- Assist with staff training and development activities when asked.
- Take every effort to be a leader on our staff, helping to build a more united team environment.
- Serve as a supervisor to the staff through offering support and assistance.
- Working in conjunction with the Directors in coordinating and organizing the total camp program.
- Ensure the Loeks Retreat Center is shut down each evening. This includes checking that all lights are off, the kitchen and staff lounge are clean, and locking all doors.
- Ensure that the camp is secure. This includes closing all gates and taking notice of any vehicles coming to or leaving from camp, as well as greeting any visitors when able.
- Coordinate all staff that are out of their cabins for the evening, including use of the staff lounge and all requests to leave the property.

- Being available as a resource for any issues that arise in the evening.
- Delegate tasks to Support Staff members when you deem it necessary.
- Monitor the well-being of the staff, and when appropriate inform the Directors of staff that need support.
- In partnership with Administrative Assistant, organize and manage the camp program office, including ordering of supplies for office and camp, obtaining necessary approval for items ordered.
- In the absence of the Camp Director assume the responsibilities of Camp Director.

Camp Responsibilities

- Follow the daily schedule starting at 10:00 am each day, in a support role to the staff.
- Step into various roles when needed, as a support to the staff.
- Assisting staff with set up/tear down of evening activities and programs.
- Oversee shower times to facilitate a smoother end to the evening.
- Oversee the bedtime routine of camp, in conjunction with the Head Counselors, to ensure that all cabins are set up to have a good night.
- Perform other duties as assigned by the Camp Director or Program Director.