



## **Job Description ASSISTANT CAMP DIRECTOR**

### **Employment Status:**

- Seasonal Position

### **Qualifications:**

- Be at least 21 years of age.
- Have a minimum of 8 weeks of cumulative full-time experience working with a population similar to that which the camp serves.
- Have a minimum of 4 weeks of full-time administrative experience in an organized camp or similar program.
- Be familiar with camp administrative rules set forth in the Michigan Department of Human Services Bureau of Children and Adult Licensing.
- Possess the character, emotional stability, health, ability, experience, education, enthusiasm, and patience necessary to successfully carry out the duties of the position.
- Be willing to pursue and fulfill the goals and mission of Camp Blodgett.
- Have successful experience with behavior management, working with diverse populations of children and young adults, and staff supervisory experience.
- Possess the ability to work with the public, including parents and volunteers.
- Be able to provide detailed and organized work.
- Having possession of or being in the process of obtaining a college degree is preferred.

### **Responsible to:**

- Camp Director and Executive Director

### **General Description:**

The Assistant Camp Director's primary job responsibility is the supervision, discipline, and monitoring of campers and seasonal camp staff. The Assistant Camp Director, under the direction of and in partnership with the Camp Director, implements and enforces camp policies, administrative rules and regulations. In the absence of the Camp Director, the Assistant Camp Director shall assume the duties and responsibilities of the Camp Director. The Assistant Camp Director will work cooperatively with the Program Director and Finance Director to support camp-wide goals and initiatives.

### **Assistant Camp Director Responsibilities:**

- Follow all guidelines in Camp Blodgett's COVID-19 Health and Safety document
- Daily camp observation of all program areas
- 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 and confirmation. Review camp rules with campers as necessary.
- Collaborate with staff on camp objectives and goals as set forth in the Camp Blodgett Staff Manual.
- Lead staff training and development activities when directed.
- Maintain organized up-to-date data of registered campers, reporting all updates to Camp Director and Program Director.
- Manage camp check-ins/outs, assigning to qualified staff when necessary and appropriate.
- 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.
- Oversee the maintenance of accurate current camper and staff documents for use in daily schedules, and reporting to main administrative office and camp inspector.
- Assist the Camp Director in ensuring all state camp regulations are being followed and applicable notices are posted as required.
- Assist Administrative Assistant with follow-up communications to parents and the camp administrative office for no-show campers.
- Supervise, in coordination with Camp Director, the check-in-out of camp keys, cell phones, AV equipment.
- Immediately report to the Program Director any concerns about a camper's health, safety, or well-being.

### **Camp Responsibilities**

- Assist with total camp cleanup at the end of the camp season per Facility Director's/Executive Director's direction.
- On non-program days (Mon and Wed) manage and assist with the creating, transportation and delivery of Camp From Home Boxes
- Work as part of a team to work on projects around Camp Blodgett's grounds as directed by the Director of Operations, Facilities Manager or Camp Director. This could include painting, raking, shoveling, planting, etc.
- Work as part of a team to prepare, cook, serve and clean up after meal times as assigned
- Perform other duties as assigned by the Camp Director or Program Director.