

Assistant Camp Director

JOB DESCRIPTION

Classification: Seasonal/Non-Exempt

POSITION SUMMARY

Under the supervision of the Camp Director and Chief Operating Officer, the Assistant Camp Director ensures that quality programs are provided for all campers, leads and directs all unit staff and provides assistance to the Camp Director as needed.

EMBODIES THE COUNCIL'S CORE VALUES EVERY DAY BY:

- Delivering "WOW!" performance and customer service
- Initiating and embracing change; being flexible in an every changing environment
- Building and maintaining a true team environment, beyond your own responsibilities
- Being creative, innovative, and open-minded
- Being humble and willing celebrate other's successes while learning from personal failures
- Caring enough to communicate openly, honestly, and respectfully
- Understanding there is always room for growth; being open to suggestions and feedback
- Doing more with less
- Believing that work and fun belong together
- Believing that our work requires passion, urgency and a deep understanding of what we do

RESPONSIBILITIES

- Assist the Camp Director and act in that capacity in her absence
- Plan for and assure the implementation of a creative quality camp program
- Lead and supervise all unit staff
- Assist in the opening and closing of camp
- See that program activities are carried out in accordance with GSUSA's Safety Checkpoints
- Maintain all necessary reports and records
- Assist in the planning for the season
- Assist in the planning and delivery of pre-camp staff training
- Participate in post-camp maintenance, inventory and general clean up
- Other duties as assigned

POSITION REQUIREMENTS

- Must be at least 21 years of age
- Previous administrative, leadership and supervisory experience
- Previous camp management experience
- Ability to effectively supervise the coordination of a variety of program activities in a camp setting
- Knowledge of resident camp health and safety procedures and the ability to interpret and implement said procedures
- Good oral and written communication skills
- Ability to deal with a crisis situation in a calm, thorough manner
- Demonstrated maturity and judgment
- Ability to adjust to a variety of environmental conditions, including outdoor and indoor work in varied temperatures and altitudes
- Current driver's license with a safe driving record
- Ability to lift a minimum of 20 pounds

Each employee has the responsibility for actively supporting and promoting the Council's commitment to diversity and for developing Council resources through increased membership, strengthening community connections, serving girls and fund development.