



Job Description

SACANDAGA

Administration

Job Title: Assistant Director

Classification: Exempt (Seasonal)

Reports to: Camp Director

GENERAL DESCRIPTION: Responsible to assist the Director with the overall operation of summer camp. This person will make sure the camp counselors, paid and volunteer, are adequately supported and performing their assigned duties. This person will oversee camper supervision. Responsible for overseeing cabin life. They will provide support and guidance to the senior staff team. He/she will also be required to participate in all other camp related duties. Care of the children/support Camp Sacandaga's mission statement and guidelines of respect, kindness and responsibility.

QUALIFICATIONS

1. Must be at least 23 years of age and completed three years of college. College Degree preferred
2. Current, valid ARC Community First Aid & CPR or equivalent is required. This course will be supplied during staff training.
3. Must demonstrate ability to accept responsibilities, to provide leadership and to supervise effectively.
4. Must be familiar with residential summer camp organization and operation procedures.
5. Must have substantial residential summer camp experience.
6. Ability to relate to and supervise one's peer group. Must have the ability to get the best work out of those around them, through positive reinforcement, constructive criticism and an encouraging attitude.
7. Previous experience supervising youth 8 to 16 years of age.
8. Strong nurturing skills.
9. Ability to offer guidance in teaching, all camp activities including: waterfront, shooting sports, Nature, Camp Lore, Arts & Crafts, CIT, & general rec.
10. Desire and ability to live & work with children outdoors for extended periods of time.
11. Good character, integrity, and adaptability.
12. Ability to accept supervision and guidance.
13. Enthusiasm, sense of humor, patience, and self-control. Able to maintain good judgement and decision making skills through extended long hours.

SPECIFIC RESPONSIBILITIES:

I. Senior Staff

1. Mediator between counselor and senior staff.
2. Guide senior staff in class scheduling.
3. Assist senior staff in their assignments and time management, and ensure the best performance possible
4. Make sure senior staff are positively contributing the camp environment.

II. Counselors.

1. Assist in the planning of evening activities and council fires as requested.
2. Assist in the planning of the time-off/break schedule.
3. Address staff issues and situations as they arise.
4. Assist Coordinators with evening patrols as needed.
5. Collect weekly paperwork from the Counselors

6. Assist in the evaluation process of Counselors.
7. Be willing to help and available at all times.
8. REST HOUR – Counselor Camp Interactions – Making sure counselor are where they need to be and performing their jobs as expected.

III. Junior Counselor Program

1. Assist the CIT Coordinator in Overseeing the Junior Counselor Program
2. Keep the Director informed of any problems or unusual activities that pertain to the Junior Counselor
3. Orient Junior Counselors– make sure they are welcomed and settled into camp on Sunday
4. Assist the Director in the designation of Junior Counselor cabins and work assignments.
5. Conduct daily meetings with the Junior Counselors to shape and reflect on their experience as well as to set goals for their week
6. Present the Junior Counselors to the Parents at Closing Ceremonies each Saturday
7. Prepare a basic write-up on each Junior Counselor at the conclusion of their perspective week
8. Be willing to help and available at all times.

IV. Campers

1. Responsible for the safety & welfare of campers: resolve camper issues & conflicts appropriately & in a timely manner, ensure campers are adequately supervised at all times, have awareness of the location of all assigned campers at all times.
1. Keep the Director informed of any problems or unusual activities that pertain to the campers or camp program.
2. Assist in running registration on Sunday and check-out on Saturday.
3. Assist in conducting a fire drill on the first day of each camping session
4. Assist with administrative tasks as needed
5. Stay in camp at the end of each camping session until the last camper has left.

V. Scheduling

1. Responsible for assigning counselor weekly responsibilities, for registration, check-out, and programming.
2. Responsible for scheduling counselors for early drop-off.
3. Responsible for scheduling Coordinator on Duty schedule and Senior Staff weekends on call.

VI. Assistant Director Responsibilities

1. Keep the Director informed of any problems or unusual activities that pertain to the campers or the staff team
2. Assist in the organization and application of special events
3. Assist as requested in the organization of camper/class rosters each week
4. Report the final number of campers and staff to the Chef each Sunday at the end of registration
5. Responsible to be “On Call” at least two weekends during the summer. Must reside on property overnight during these times
6. May be asked to organize and lead up to two weekend excursions for summer camp staff
7. Assist with the voting and selection process of the Honor Campers and Counselor
8. Assist with Staff Training as requested
9. Report any maintenance problems

V. General Leadership Responsibilities

1. Assist the Coordinator “ON DUTY” as needed
2. Free time periods
 - a. Unless otherwise instructed, be present and provide leadership during Recreational Periods
 - b. Offer activities during Choice Recreation as requested
 - c. Offer support during Water Recreation as requested
 - d. Present an enthusiastic attitude at all times, participating with campers and other staff members
3. Evening Activity Responsibilities
 - a. As needed you will be required to attend and assist with other evening activities.
4. Leadership Team Responsibilities
 - a. As a general member of the summer camp leadership team, it is expected that you will be a positive role model to other staff at all times and in all situations.
 - b. Abide by and support decisions made by the Director in action, speech and attitude.
 - c. Abide by and support all camp policies in action, speech & attitude. Failing to do so are grounds for dismissal.
 - d. Leadership team members are expected to put the interests of the campers and counselors first at all times.
 - e. Responsible for the prudent care of assigned radio, follow proper radio etiquette at all times.

VII. General

1. Be a positive role model at all times to campers and staff regarding cleanliness, punctuality, sportsmanship, good manners, teamwork, table manners, etc.
2. Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and the use of drugs.
3. Be flexible and willing to change routine. Work assignments may be reassigned & duties may be assigned as necessary.
4. Be willing to cooperate with Campfire Council members, volunteers, other staff members and other people involved with the planning and implementation of the camp program, activities, etc.
5. Turn in all assigned paperwork, thoroughly complete and on time.
6. Manage personal time off in accordance with camp policy.
7. Use thoughtful and mature judgment.
8. Consistently and completely perform responsibilities of the position in an independent manner.
9. When requested by the Director, perform tasks required for the successful operation of the camp.
10. Inform the Director of problems or unusual activities that pertain to camp.
11. Do not follow any discriminatory practices based upon race, color, national origin, sex or handicap.

Supervision

This person is under the direct supervision of the Director.

ESSENTIAL FUNCTIONS

1. 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.
2. Must have the ability to communicate and work with groups participating, (age and skill levels), and provide necessary instructions to campers.
3. Must have the abilities to observe staff & camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, & apply appropriate behavior-management techniques.
4. Must have visual and auditory ability to identify and respond to environmental and other hazards
5. Must have the physical strength and endurance to lead in all program requirements.