



# ASSISTANT CAMP DIRECTOR

**Job Title:** Assistant Camp Director

**Reports To:** Camp Director, Leslie Science & Nature Center

**Status:** Full-time, temporary, exempt

**Schedule:** This is temporary position from early May-Early September, 2019. This position requires Monday through Friday availability, 7:30am to 6pm, during the summer months June, July, and August, including some early mornings and late evenings. The Assistant Camp Director is required to attend a week-long training from June 9-14, 2019, and participate as an observer in a day-long group interview on Sunday, March 17<sup>th</sup> and Saturday, March 23<sup>rd</sup> from 8am-5pm.

**Salary:** Starting at \$480/week. Up to three days of unpaid time off in the summer months is negotiable with the Director of Programs upon hire.

## Purpose & Summary

The Assistant Camp Director is an integral member of our camp leadership team, coordinating and assisting with the summer camp programs based at Leslie Science & Nature Center. This position is responsible for supporting the success, safety, and fun of LSNC camps by collaborating on program planning efforts, coordinating educational staff, volunteers, and program resources, completing administrative tasks and paperwork, managing buildings and supplies, and providing excellent customer service to families, visitors, and community partners.

## Essential Duties

- Coordinate and execute all administrative aspects of camp, including: managing rosters, filing paperwork, and processing camper forms; communicating with camp families in-person, by phone, and by email; maintaining and procuring supplies and materials; scheduling staff, field trips, and visitors; and assisting with daily operations needs and other administrative tasks as needed.
- Assist with orientation, training, and mentorship of summer camp staff and interns, including: serving as a model for best practices, offering on-the-spot coaching and guidance, assisting with planning and delivering professional and leadership development training, and contributing to both formal and informal program and performance evaluation. Serve as a liaison to leadership, particularly the Camp Director.
- Manage training, evaluation, and day-to-day oversight of high-school-age camp volunteers. Support and oversee teen peer leaders serving on the Youth Guidance Team.
- Help cover off-blocks and serve as a substitute for education staff when necessary to ensure adequate staffing levels. Lead “All Camp” activities like singing, group games, and Friday Finale (talent show). Serve as Camp Director, assuming all related responsibilities, in the temporary absence of the Camp Director.

## Shared essential functions

Work with other camp leadership staff to provide day to day program support and staff management which may include:

- Utilize daily and weekly communication systems to ensure timely communication among camp leadership team
- Assisting with program set-up, clean-up, customer service, teaching, and handling staff absences

- Training and mentorship of camp program staff, volunteers, and interns with emphasis on creating a safe and supportive atmosphere for staff and participants; Participate in hiring committee for staff
- Coordinating program and staffing schedules and advising on camp staffing needs to ensure adequate staffing for all camp programs
- Assist Director of Programs and Camp Programs Manager with evaluation of programs, ensuring content and delivery meet expectations
- Maintaining program spaces and materials and procuring program supplies within budgetary guidelines
- Serving as a model for best practices, and offer on-the-spot coaching and guidance as well as contribute to formal performance management systems. Contribute to annual evaluation process for teaching staff

### **Required Qualifications**

- Must be at least 21 years of age.
- Have a minimum of one year cumulative full-time experience working with preschool- and elementary-age children.
- Have a minimum of 10 weeks (one season) full-time administrative experience in an organized camp or similar program.
- Demonstrate proven experience in leadership, youth supervision, mentorship, and program administration.
- Be willing and able to learn and execute all statutes and rules regarding camp licensing.
- Current certification or ability to be certified in Adult and Child CPR/First Aid (A one-day CPR/First Aid training is provided at no cost to staff the first week of June—check website for details. If staff is unable to attend provided CPR/First Aid training, staff member must obtain the credentials at their own cost, prior to the first day of camp.)
- Current certification or ability to be certified in community first aid an CPR for the professional rescuer or as a wilderness first responder in order to serve as a health officer at camp.
- Able to receive a clean criminal background check, central registry clearance, and three positive references (from non-relatives) prior to being hired.
- Ability to work outside in all weather conditions, walk long distances and on uneven terrain, and lift at least 50 pounds.
- Ability and willingness to work in an environment which includes exposure to environmental allergens including, but not limited to, dust, mold, pollen, live birds, insects, and other animals, and unvaccinated individuals.
- A strong and active interest in learning and personal growth, including the ability to conduct self-assessment and to give and receive feedback with colleagues.
- Ability to effectively communicate with diverse audiences.
- Valid Michigan driver's license and proof of clean driving record.
- Computer literacy on a Microsoft-based platform, Google Docs; Ability to learn Z2Systems Neon and CampDoc.
- Willingness and ability to lead groups in singing and large games.
- Highly organized, flexible, self-directed, able to multitask, and possessing a strong work ethic; able to work quickly and efficiently with a positive attitude both independently and as part of a team.
- Positive and enthusiastic attitude.

### **Desired Qualifications**

*The more of these qualifications you possess, the stronger your application will be, but lack thereof does not rule you out of a position as long as you meet the above stated requirements.*

- Previous experience working with youth.
- Experience and ability to work well independently and as part of a team.
- Bilingual in English and Japanese, Korean, or Mandarin

- Demonstrated public speaking skills and ability to communicate with enthusiasm.
- Computer literacy on a Microsoft-based platform.
- Bachelor's Degree or two years of experience in environmental education, interpretation, recreation or related field, or teaching experience with nature-based centers or camps.

#### **HOW TO APPLY:**

Email a PDF of your resume, complete contact information for three professional references, and typed responses to the following questions to [jobs@aahom.org](mailto:jobs@aahom.org). Only complete, emailed application packets will be accepted. Contact Etta Heisler, Director of Programs, with questions. **To be considered for a first-round interview, please apply by Wednesday, January 14, 2019.**

1. Why do you want to work as LSNC's Assistant Camp Director? What would you hope to learn or achieve in this role? (Max. 150 words)
2. What is the point of summer camp? What is an Assistant Camp Director's role in fulfilling the purpose of summer camp? (Max. 150 words)
3. Describe a work or volunteer experience that demonstrates the skills and/or characteristics you have that will make you an effective Assistant Camp Director. (Max. 300 words)
4. Share a story from your work or volunteer experience when you made a mistake. Describe the situation. What did you do? What was the outcome? What did you learn or what would you do differently in the future? (Max. 300 words)