



Job Description ASSISTANT CAMP DIRECTOR

Employment Status:

Seasonal position

- This role may include preseason preparation from February 2024-April 2024

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 committed to pursuing and fulfilling 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.
- At least one year of camp leadership experience or equivalent preferred.
- Having possession of or being in the process of obtaining a college degree is preferred.

Responsible to:

- Camp Director and Associate 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. The Assistant Camp Director will work cooperatively with the Camp Director to support camp-wide goals and initiatives. The Assistant Camp Director Supervises the Head Counselors. In the absence of the Camp Director, the Assistant Camp Director shall assume the duties and responsibilities of the Camp Director.

Assistant Camp Director Responsibilities:

- Follow all guidelines in Camp Blodgett's Health and Safety Policy.
- 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.
- Supervise Head Counselors including coaching, skill transfers, and performance evaluations.
- 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 Associate Executive Director.
- Manage camp check-ins/outs, assigning tasks to qualified staff when necessary and appropriate.
- Work cooperatively with Associate Executive Director to perform tasks necessary to organize and manage the camp program office, including, but not limited to: ordering of supplies for office and camp and 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.
- Initiate 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, etc.
- Immediately report to the Camp Director and Associate Executive Director any concerns about a camper's health, safety, or well-being.
- Fill out and submit incident reports, program/staff evaluations and information logs to Camp Director and Associate Executive Director.
- Act as Camp Director fill for up to 12 hours a day, any time Camp Director leaves the camp property.
- Attend planned activities, including staff training and staff meetings, and follow the daily schedule.
- Make every effort to build and nurture a sense of community and understanding among all staff members.
- Work as part of a team to prepare, cook, serve, and clean up after mealtimes, as assigned.
- Assist with total camp cleanup at the end of the camp season per Camp Director/Facility Director's direction.
- Perform other duties, as assigned.