

ASSISTANT CAMP DIRECTOR

DESIRED QUALIFICATIONS

- Must be at least 25 years of age.
- Have the desire and ability to work with children in an outdoor setting.
- Ability to relate to one's peer group.
- Ability to accept guidance and supervision.
- Ability to teach skills to other staff members and campers of all ages.
- Have training and experience in leadership skills and the various activity areas.
- Spiritual leader with integrity, adaptability, enthusiasm, sense of humor, patience and self-control.

RESPONSIBLE TO CAMP DIRECTOR

CAMP GOALS

- To provide a spiritually, emotionally and physically safe environment while providing camp activities for campers.

GENERAL RESPONSIBILITY

- Assist the camp director in maintaining standards for a quality camp program.
- Assist the camp director with staff management.
- Know and enforce all state and local health department regulations governing outdoor education and activities, as well as the ACA guidelines for each area.
- See that the staff members in each area are teaching the curriculum.
- Oversee staff in activity areas.
- Schedule staff to cover the various areas each day.
- Schedule staff time off (2 hours daily) and schedule who will cover for them during time off
- Maintain a harmonious working relationship between staff members.
- Assist staff if necessary, in preparing written lesson plans and detailed emergency and trip plans for each area.

SPECIFIC RESPONSIBILITY

1. Provide the camp director with support of the overall camp program.
2. Assist the camp director with ensuring that all ACA and state requirements are met.
3. Visit each of the activity areas with camp director to help evaluate the staff and camp program.
4. Visit each activity area to ensure all safety procedures are being followed and to give guidance where needed.
5. Train staff in specific area when necessary.
6. Orient staff members as to the expectations in each area in conjunction with camp director.
7. Assign gate duty and curfew duty.
8. Take charge of the summer camp program in the absence of the camp director.
9. Serve on the camp administrative council.
10. Work with camp director and manager on emergency plans.

11. Assist campers at registration.
12. Be a spiritual guide to campers, staff, and counselors and be available to counsel with such at all times.
13. Be sure all staff are properly certified, trained and experienced in their area.
14. Participate in weekly program evaluations conducted by staff within the specific activity.
15. Conduct weekly check of program area and equipment for safety cleanliness and repair.
16. Work with maintenance personnel on any equipment repairs.
17. Submit orders for equipment and supplies when needed to the office manager.
18. Assist in conducting initial and end of season inventory.
19. Evaluate current season and make recommendations for equipment, supplies, and program for following season.
20. Know the emergency codes (red, blue, yellow, and green) and procedures, assisting where needed.
21. Responsible for monitoring check out and check in for days off.
22. Schedule staff worships.
23. Responsible to schedule daily recreation time.
24. Coordinate stay-over camper's activities on Sundays.

ESSENTIAL FUNCTIONS

Communication skills are a must. Assistant will be working closely with the camp director in maintaining a safe and enjoyable camp experience for campers. Leadership skills and experience are a must, along with a love for Jesus and for boys and girls.