



# BASE CAMP ASSISTANT DIRECTOR

## JOB DESCRIPTION

**Title: Base Camp Assistant Director**

**Reports to: Base Camp Director**

**Team: Base Camp**

**Position Type: Full-Time, Seasonal**

**Location: Jackson, WY**

**Salary and Benefits: Commensurate with experience**

### POSITION DESCRIPTION:

To further the mission of the camp through the planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation at the direction of the camp director.

### DUTIES

Deliver a fun program to campers.

- Ensure activity plans are prepared and implemented that meet camp outcomes and the abilities of the campers.
- Evaluate program delivery abilities of staff.
- Deliver progressive program activities.
- Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
- Coordinate all Base Camp program with other staff.

Ensure that camp staff and campers know and follow safety and activity procedures during camp programs.

- Assist in the implementation of staff training.
- Provide guidelines for programs utilizing camp equipment.
- Ensure campers and staff follow safety procedures in all program areas.

Assist in the management and care of the BC facility and equipment in all program areas.

- Oversee daily checks of area and equipment for safety, cleanliness, and good repair.
- Ensure that program areas are kept free of hazards and debris.

Supervise and evaluate camp counselors and CITs to develop and implement all facets of Base Camp programmatic activities.

- Regularly monitor work of program staff and counselors.
- Provide feedback and guidance to staff members.
- Provide recommendations and concerns to camp director regarding the performance of staff.

Develop and implement schedules and records for all areas of BC program.

- Create camper and group (houses) program and activity schedules.
- Develop and supervise staff schedule for programs and activities.
- Collect and evaluate records; report and evaluate camp program and activity areas.

### Other Duties:

- Attend daily all staff meetings.
- Maintain clear and positive written and verbal communication with all camp staff.
- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- Provide ongoing program ideas to counseling and activity area staff.

The Assistant Director will have direct relationships with the counseling staff and may supervise counselor who also have program activity responsibility. The Assistant Director may, in some cases, act as Camp Director and be placed in charge when the Director is absent.

### KNOWLEDGE, SKILLS, and ABILITIES

- A love for the working with youth in the outdoors. Wilderness Adventures is a nationally known program committed to offering our students an unmatched wilderness adventure in the some of the world's most amazing places.
- Superb organizational skills. A significant part of this job will be the organization of the logistical aspects of our operation. Attention to detail is a critical skill needed on our team.
- A great teammate. We are a small office that all works together on all projects. We are looking for someone who can come on board and support our team. Excellent communication and critical thinking skills are required.
- Flexible. Wilderness Adventures is continually growing and evolving to meet best practices, provide excellent experiences for our students and staff, and engage with families and our community in a positive way. Flexibility to participate in a variety of activities to meet these goals is necessary.
- Coachable. None of us in the office are set in our ways, and the person in this position will be expected to grow and learn and evolve with us as an organization.
- Community oriented. This job is based in Jackson and the applicant must have a desire to be a part of the Jackson Hole community.
- Training and experience in teaching program to adults and children.
- Fluent written and spoken English.
- Driver's License required.

#### WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.

- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.

#### TO APPLY

This is a full-time, seasonal position with a flexible start date running through the 2022 summer. To apply, please send a cover letter, resume, and list of references to our team at [jobs@wildernessadventures.com](mailto:jobs@wildernessadventures.com). For more information about the program, please visit [wildernessadventures.com/program/base-camp-jackson-hole/](http://wildernessadventures.com/program/base-camp-jackson-hole/).