



Position: Assistant Director

Classification: Seasonal: June 3 - August 28, 2024

Summer Salary: \$10,000

Overview:

The Assistant Director will further the mission of Base Camp through the support of Base Camp counselors, program activities, and events. They will assist in the management of the overall camp operation at the direction of the Base Camp Director. They will be responsible for the Base Camp Canteen, tracking sales and inventory, and setting up a pop-up shop weekly during the camp week.

Essential Job Functions:

- **Camp Program**
 - Deliver a consistently fun and safe program to campers.
 - Assist the Director in the pre-camp preparations, including but not limited to organizing supplies, distributing T-shirts and managing incoming camper paperwork.
 - Ensure staff are implementing activities as they are planned so that they meet camp outcomes and the abilities of the campers.
 - Evaluate program delivery abilities of staff.
 - Assist the Director in evaluating the success of the program and the development of the campers' abilities and skills in various program activities.
 - Assist in program development to continually advance the offerings of Base Camp.
 - Provide support for the Head Counselor in leading bi-weekly CIT meetings

- **Counselors and Other Staff**
 - Serve as a role model and support for Base Camp counselors.
 - Observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
 - Communicate and work with high school, middle school and elementary school-aged students and provide necessary instruction to campers and staff.

- **Safety, Educational (Camp Program), and Other Procedures**
 - Ensure camp staff and campers know and follow safety and educational procedures during camp programs.
 - Assist in the planning and execution of staff training.

- Provide guidelines for programs utilizing camp equipment.
 - Ensure campers and staff follow safety procedures in all program areas.
 - Track, maintain, and collect all required paperwork for campers' Base Camp participation.
 - Complete van driver training requirements in order to step in when necessary to transport campers, staff, or for any other reason.
 - Observe camper behavior, assess its appropriateness, and model appropriate behavior-management techniques for staff.
- **Facilities and Equipment**
 - Assist in the management and care of the physical facilities 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.
 - Assist in managing the lost and found.
 - Complete errands off camp premises.
 - General cleaning/upkeep.

Other Job Duties:

- Attend and support administrative 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.
- Participate as a member of the camp staff team to deliver and supervise special events, and other all-camp activities and camp functions.
- The Assistant Director must have direct relationships with the counseling staff and may supervise Counselors. The Assistant Director may in some cases be placed in charge when the Director is absent, and act as the Director.
- Any other duties that may arise or be assigned by a member of the Wilderness Adventures Leadership Team, as needed at any time.

Qualifications: *(Minimum Qualifications and Experience)*

- Experience in administrative roles or summer camp roles
- Experience working with elementary, middle and high school students
- Current certification in first aid and CPR.

Knowledge, Skills, and Abilities:

- Passionate about building community.
- Training and experience in providing feedback to high school children
- Knowledge of Google Suite
- Desire and ability to work with children outdoors
- Detail-oriented and organized
- Creativity in program development.

- Strong communication skills

Physical Aspects of the Position:

- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Ability to move across variable surfaces, including but not limited to: stairs, grass, gravel and pavement.
- Ability to lift ~50 lbs.