

## Assistant Camp Director

**Summary:** The Assistant Camp Director will assist the Camp Director in day-to-day administration and coordination of Camp Greenway. This position is responsible for supporting the success, safety, and enjoyment of Camp Greenway campers by collaborating on program planning efforts, coordinating camp staff and resources, and completing administrative tasks and paperwork. The Assistant Camp Director is directly responsible for all staff morale and development initiatives and is responsible for assisting in the facilitation of staff training. This individual will also provide direct support and supervision to the administrative and leadership staff and will be responsible for all special events.

**Commitment:** This is a seasonal, summer position which includes 8 weeks of camp, 7 days of staff training, and 40 hours of pre-season virtual work with the Camp Director. Candidates must be able to commit to all weeks of in-person programming or have a valid plan to continue supporting camp for any missed days.

**Minimum Requirements:** Bachelor's Degree (or equivalent experience) required. Camp and leadership experience required. Education experience preferred. This position is exempt and may work more than 40 hours a week.

**Reports To:** Director of Summer Programs, Assistant Director of Summer Programs

### **Specific Responsibilities:**

- Assists the Camp Director in the planning and execution of all Camp Greenway programs.
- Supervise the Administrative team and the Leadership team; provides mid-season and end-of-season evaluations to staff.
- Ensures campers and staff follow appropriate emergency, safety, and health/wellness procedures in all program areas.
- Pre-season: collaboratively plans staff training; co-leads the training during in-person training.
- Assists with the creation and management of camp schedules, ensures staff follow schedules; approves schedule edits.
- Assists with inventory of camp supplies.
- Manages budget in conjunction with the Director of Summer Programs.
- Handles behavior issues with campers and staff; contacts camper parents as needed; brings major issues promptly to the Camp Director.
- Assists in management and care of the physical facilities and equipment in all program areas. Reports maintenance issues and areas of concern promptly to the Camp Director.
- Manages morning drop off, afternoon pick up, and lunch.
- Collaboratively develops and executes special events, theme days, staff-only events, and other special projects as needed.

- Evaluates and makes concerted efforts to improve staff morale and development.
- Maintains confidentiality with sensitive information.
- Directly supervises the Special Events Coordinator and develops and executes exciting special events.

**Other Duties:**

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends staff training, morning meetings, weekly leadership meetings, and clean-up days.
- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- Acts as a responsible community steward by using the spaces on campus appropriately and enthusiastically supporting other staff members and campers.
- Performs other duties as assigned.

*The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.*