

Assistant Program Director

Purpose: Responsible for supporting the Program Director with daily and weekly tasks *in addition to counselor responsibilities.*

Qualifications:

1. Minimum 19 years of age.
2. Minimum two years work experience in organized camping.
3. At least one year supervisory experience in camp setting.
4. Have good communication skills and work well with children, adults and groups.
5. Interest, knowledge, and skill in a variety of camp program fields.
6. Familiarity with diabetes management is preferred. (training provided)

Responsible To: Camp Director, Assistant Director, and Director of Programs

Duties and Responsibilities:

1. Step in as Acting Program Director when the counterpart is off of camp property or unavailable to staff (i.e. sick, injured, in meetings, on trips, etc.)
2. Assist the Program Director with decorating for and planning theme days and events.
3. Act as trip leader with Program Director and Unit Leaders for off campus trips.
4. Upload Bunk1 pictures.
5. Attend weekly staff meetings and contribute information, ideas, and evaluation.
6. All other duties as assigned.

Essential Functions

- Ability to supervise, coach, and evaluate staff.
- Ability to coordinate camp activities
- Ability to work with staff to ensure the smooth operation of Camp Nejeda
- Ability to establish a good relationship with campers and parents
- Ability to collect inventories and order supplies
- Ability to create schedules
- Ability to provide leadership and be a good role model.
- Ability to understand the entire operation of the camp.
- Available to work all summer camp sessions.