



CAMP MORAINE

Assistant Director – SEEDLING or SAPLING JOB DESCRIPTION

Overview:

- There are two Assistant Directors. One for the young, seedling camp (age 4-6) and one for the older, sapling camp (age 7 – 13)
- Previous camp staff experience required (or comparable experience)
- Must be 18 years of age or older with valid drivers license and clean driving record
- CPR and first aid certified preferred
- Desire and ability to work with and care for children ages 4 – 13 in a wooded camp setting
- Ability and experience in supervising and helping staff and campers, especially in the areas of community building, bullying and homesickness
- Ability to foreshadow, problem solve and lead under pressure or in emergency situations
- Good character, integrity, and adaptability, enthusiasm, sense of humor, patience and self-control
- Assistant Directors report to the Camp Directors
- Must be available full time from around Memorial Day through end of the camping season in August (often a 11 week contract)

Objectives:

- The role of an Assistant Director is to actively support staff and campers within their given division.
- Assistant Directors should encourage the staff in each pod/program to focus on fun and safety to create the most memorable and best experience for every camper!

Responsibilities:

- Help train during staff week as discussed with the Camp Directors
- With homesickness and behavioral issues, the pod counselor is the primary responder. When they need help, the Asst Directors should help them, then the Camp Directors
- Help plan First Day orientation with the Program Directors, as needed & organize specific Division Introductions
- As a supervisory assistant to the Camp Directors, when any inappropriate staff or camper actions are taking place, the Asst Directors should step in at the moment, then let supervisors know
- Monitor that counselors take responsibility for pod/program groups at appropriate times
- Inform Camp Director of any camper or staff problems in a timely manner
- Assist those campers and staff who may need help fitting into camp atmosphere
- As appropriate, speak with campers' parents, if instructed by the Camp Directors
- Formally evaluate and discuss with Camp Director the performance of pod counselors
- Assist in evaluating camp with suggestions for the following season
- Be on walkie-talkie radio during the camper day with other senior staff and nurses for emergencies and various unexpected camper or staff needs
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Administrative:

- Attend and actively contribute to weekly group meeting with the Camp Directors
- Conduct regular communication with the Camp Director about issues within the division
- Make sure division staff complete end of session camper reports (each session)

Things to know:

- New division songs/chants are welcome each year by the Asst Directors!
- Constantly & consistently act as a positive role model to other staff on and off camp
- Always demonstrate proper language, cleanliness, punctuality, appropriate behavior, and enthusiasm