

ASSISTANT DIRECTOR

The Assistant Director works closely with the Camp Director and other staff members to care for the details of the camp operation (“Hosting”) and ensure that the camps run smoothly. The Assistant Director will be at least of college age, a Christian, and willing to participate fully in the camping program

The responsibilities of the Assistant Director will include:

1. Assisting the Camp Director in the following areas:
Staff meetings & devotions, Opening & Closing Day, Sessions, CIT training, Activities and Events, Care of facilities and property, meeting the needs of campers...
2. Stocking the snack shop, creating the schedule for workers, and seeing that the snack shop is operated smoothly (using work crew and other staff for the daily operation).
3. Helping to open and close camps -- directing the work efforts (with the rest of the staff) and making sure all the details of the physical grounds are in order, with the help of the Caretakers.
4. Coordinating maintenance efforts with the caretakers and maintenance staff.
5. Supervising the work crew director at meal times to ensure that the dishes are properly cleaned, the tables cleaned and cleared and the dining area is in good order. This supervision may also include some areas of drink preparation and set-up as assigned by the head cook.
6. Assisting with all programming and activities – being a physical presence at sessions, meals, recreation, etc. (This responsibility can be split with the Camp Director.)
7. Assisting other staff members as needed and as expertise directs.
8. Assisting the Camp Director with counselor and other staff responsibilities.
9. Overseeing and communicating with the waterfront lifeguard on the overall safety procedures, rules, activities, and equipment maintenance.

(Updated 11/2/13)