



Hands Up - Job Opening

Job Name:

Job ID: 1 & 2

Company: Camp Hands Up

Position: Assistant Camp Director

Job Type: Permanent Position

Work Setting:

ACA Accredited: Yes

Season of Job: Summer

Directly Report to: Camp Director or Owner

Job Description: The primary purpose of the role of Assistant Camp Director, Program is to develop and execute camp programs and activities that achieve the mission, core values and program outcomes. The Assistant Camp Director, Program will attend, when camp is in session. The assistant camp director is under direction of camp director.

Job Requirement:

- Assume the Camp Director's responsibilities when off-site or off duty, if needed.
- Creative, financial supports, sponsorship and more and have understand to IRS rules & regulations
- Scheduling of camper recreation and classroom-based workshops and other activities.
- Training of camp counselors in all aspects of camp policies and procedures.
- Ensure successful teaching of the curriculum as well as classroom management.
- Manage counselors' effectiveness in caring for campers.
- Model appropriate staff – staff communication as well as staff – camper communication.
- Monitor and direct proper camper behavior in all camp activities.
- Monitor camper health and distribution of camper medications.
- Implement and oversee camp policies and procedures governing camper life and conduct.
- Track camp inventory (e.g. computer equipment and supplies, software, games, recreation equipment etc.).
- Track the meal consumption per contract with foodservice supplier.
- Attend and assist during Staff Orientation Program and ongoing staff meetings.
- Assist the Camp Director during the set up and break down of the camp.
- Teach up to two workshops as needed.
- Counsel with colleagues, campers, and parents as needed.
- Report daily to the camp director regarding day to day operations of the camp.
- Perform any other reasonable duties as directed by the Camp Director for the successful operation of the camp.
- Absence of camp director, Assistant Camp Director will be taken a role as Acting Camp Director.
- Other duties assigned by camp director

Job Details

Education: High School Diploma or GED or Equivalent or some college or higher

Experience: Former camper or camp staff preferred

Salary:

Location: TBD

TBD, WA

United States

Contact Information

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