Camp Albemarle
Assistant Camp Director Job Description

Reports to: Director of Summer Camp Ministries

Purpose of Position:
Are you ready to assist in administering and leading a summer full of Kingdom impacts? As our Assistant Camp Director, you'll play a vital role in making sure the I's are dotted and the T's are crossed. You will have an eye on daily activities, help find solutions when flexibility is needed, support campers and staff in both areas of need and moments of success, and be a key partner with the Director of Summer Camp Ministries to make sure policies and procedures are in place and being followed. Essentially your role is all about supporting the daily rhythms at camp!

You'll be a key player on the summer leadership team and may be asked to step in to oversee camp if the Director is offsite. You'll be asked to share your insights to help make sure camp is operating efficiently and safely. As a mentor and motivator, you'll support all aspects of camp including campers, counselors, program staff, and kitchen staff.

If you're passionate about making a difference, leading with positivity, and bringing joy to everything you do, this is the adventure you've been waiting for!

Prerequisites:
1. Poses spiritual maturity, taking initiative to personally grow, and encourage others to grow in their relationship with Jesus Christ.
2. Must fully embrace and align with Camp Albemarle's mission and values.
3. Demonstrate combined evidence of inspirational leadership and management abilities.
4. Conduct him/herself behaviorally in a manner that is above reproach, realizing that the greatest potential for ministry is achieved through the witness of Christ-like individuals.

Qualifications:
1. Must be 21 years of age or older.
2. Two or more years of experience in management, supervisory, and leadership roles
3. Demonstrate financial leadership skills
4. Experience in motivating, developing, and mentoring mission-driven teams
5. Oral and public speaking skills; a persuasive and passionate communicator with strong interpersonal skills
6. Time management, organization, and prioritization abilities
7. Have a current or can receive a first aid/CPR certification
8. Must have the ability to interact with all age levels.
9. Must pass a pre-employment drug test and be subject to random drug tests throughout employment.
10. Enjoyment and appreciation of the outdoors.
11. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.

12. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.
13. Must be able to pass a background check.

Responsibilities:

1. Attend and facilitate trainings during staff during training week and summer leadership meetings.
2. Actively engage with the leadership team, program coordinators, program leaders, counselors, program staff, jr. staff, kitchen staff, and all campers to support the overall success of summer camp.
3. Responsible for helping to oversee the lodge, acting as an extra on-site Resident Assistant
4. Step into the role of Acting Director when the Camp Director is offsite
5. Assist in deciding camper cabin assignments
6. Assist in deciding counselor cabin assignments
7. Serve as a liaison for the kitchen leads.
8. Assist with Sunday check-in by engaging with families and assisting with other duties.
9. Practice and enforce all camp safety regulations and emergency procedures.
10. Abide by all camp policies and covenant agreement.
11. Responsible for the health and wellbeing of self and campers.
12. Perform all other duties and roles assigned by the Director of Summer Camp Ministries.

Specific Duties:

1. **Attend and facilitate trainings during staff training week and summer leadership meetings:**
    - Help to lead engaging sessions during staff training, ensuring all team members are prepared for their roles.
    - Attend and sometimes facilitate summer leadership meetings.
2. **Actively engage with the leadership team, program coordinators, program leaders, counselors, program staff, jr. staff, kitchen staff, and all campers to support the overall success of summer camp:**
    - Collaborate with all staff at all levels and campers to help facilitate the overall camp operations.
    - Adapt programs and events to suit different age groups, ensuring a fun and meaningful experience for everyone.
3. **Responsible for the lodge in the form of an additional on-site Resident Assistant:**
    - Ensure a safe, clean, and welcoming environment in the lodge for staff.
    - Address any staff concerns promptly and serve as a primary point of contact for lodge-related issues.
4. **Supervise Cabin Counselors:**
    - Provide daily guidance and support to Cabin Counselors, helping to support them in leading their cabin groups.
    - Conduct regular check-ins to monitor progress, offer feedback, and address any challenges.
5. **Assist in weekly cabin assignments:**

- Work with the rest of the leadership team to allocate cabin staff based on strengths, availability, and camper needs.
- Help adjust assignments as needed throughout the week to maintain a balanced and effective schedule.

6. **Manage budget, maintain, and stock all program equipment including the program shed:**
   - Monitor and track program expenses to stay within budget and report any discrepancies to the Director of Summer Camp Ministries.
   - Regularly inspect, organize, and restock equipment to ensure that everything is in top condition for activities.
7. **Assist with Sunday check-in by greeting families and helping to troubleshoot any issues:**
   - Welcome families during check-in with a friendly and organized process.
   - Ensure a smooth and efficient check-out process, helping with any departure questions or needs.
8. **Practice and enforce all camp safety regulations and emergency procedures:**
   - Conduct safety briefings for campers and staff, making sure everyone is aware of protocols.
   - Respond swiftly to any emergency situations, following the established procedures to ensure the safety of all.
9. **Abide by all camp policies and covenant agreement:**
   - Maintain a professional demeanor that reflects the camp's values and expectations.
   - Uphold the camp's standards in all interactions, serving as a role model for campers and staff.
10. **Responsible for the health and well-being of self and campers:**
    - Monitor campers for signs of fatigue, illness, or other health concerns, taking appropriate action when needed.
    - Encourage campers to stay hydrated, use sunscreen, and practice other healthy habits during camp activities.
11. **Perform all other duties and roles assigned by the Director of Summer Camp Ministries or admin staff:**
    - Be flexible and ready to step in wherever needed, adapting to the camp's dynamic environment.
    - Take on special projects or tasks as assigned, contributing to the overall success of the camp program.

Benefits:

1. **Personal and Spiritual Growth**
   Working at Camp Albemarle provides opportunities to grow in faith, character, and leadership. Staff members are challenged to deepen their relationship with Christ and learn how to live out your faith daily.
2. **Leadership and Job Skills**
   Staff members gain valuable skills such as communication, problem-solving, teamwork, and conflict resolution. These experiences help build a strong work ethic and boost resumes for future careers.

3. **Mentorship and Lifelong Friendships**
   Camp offers a unique community where staff form close bonds with each other and with campers. Mentorship from camp leaders and lifelong friendships are some of the most cherished takeaways.
4. **Making a Lasting Impact**
   Staff members get the chance to make a real difference in campers' lives by sharing God's love, encouraging others, and creating unforgettable memories.
5. **Fun and Adventure**
   Camp life is full of exciting activities like sailing, climbing, archery, and other outdoor adventures, allowing staff to enjoy the beauty of God's creation while working.
6. **Room and Board Provided**
   For summer staff, housing and meals are covered, allowing you to focus on camp's ministry without worrying about living expenses.
7. **Pay**
   While working at camp isn't just about the money, staff do receive pay, helping support you financially while you serve.

Relationships:
The Assistant Camp Director has regular interactions with kitchen staff, program staff, fellow summer leadership team members, counselors, administrative and maintenance staff. It is helpful to identify the expectations of those relationships and communicate effectively with these groups of staff members.

Equipment Used:
The Assistant Camp Director may be asked to use fire-protection equipment, washers and dryers, dishwashers, and program equipment. They may be asked to drive camp vehicles or watercraft.

Knowledge, Skills, and Abilities:
1. Understand the development needs of young people.
2. Possess the ability to relate to youth and adults in a positive manner.
3. Demonstrate knowledge and skill in program areas and designated camp program areas.

Physical & Interpersonal Aspects of the Job:
1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements could be: endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 pounds; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, and such.