

Full Job Description

Job Title: Assistant Camp Director

Location: Hammond, IN

POSITION SUMMARY:

Under the direct supervision of the Camp Director, the Assistant Camp Director is responsible for assisting in organizing and carrying out the daily operations at Salt of the Earth (SOTE) Summer Camp. Also responsible for providing supervision, instruction, and ongoing assistance to program staff, campers, and volunteers during programs. The Assistant Camp Director must have the ability to work well with the age groups of youth being serviced and to communicate effectively with the public in representing the beliefs and policies of SOTE Summer Camp. Must possess leadership, communication and microsoft office skills.

*Due to the sensitive nature of the job, applicants must submit to a pre-employment background check.

QUALIFICATIONS:

- Driver's License required
- Prior experience working with or supervising children in a camp setting highly preferred.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities highly preferred
- Previous experience in one or more of the following areas preferred: outdoor activities, song/music, skits, sports, or recreational games.
- First Aid Certification and CPR Certification preferred

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Will be required to occasionally lift and/or move up to 50 lbs
- Workers must be able to work with children ages 5 to 10 as well as co-workers.
- Workers perform most activities outdoors. Outdoor environmental conditions will include but are not limited to heat, humidity, rain, etc. On extremely hot days (90 degrees or higher on rainy days, camp will be held inside the facility.
- Must be able to lead and participate in program activities in a variety of indoor and/or outdoor settings. Must have the ability to be on your feet for extended periods of time.

DUTIES

- Able to perform any of the following Camp Director duties if needed:
Opening and locking up, Picking up breakfast and lunch from host site, overseeing day to day operations
- Lead a small or large group of campers in planned activities
- Supervises children in sight and sound
- Creates a positive rapport and shared interest in all youth and models relationship building skills in all interactions
- Provides and welcomes all dialogue with families about their child
- Maintains professionalism with all workers and Camp Director
- Follows all policies and procedures including those related to medical and disciplinary situations and emergencies.
- Implements and facilitates weekly themed activities; plans activities that are intended to achieve program goals and outcomes; participate in fundraisers for the academy

- Attends and participates in family nights, program activities, staff meetings, and staff training.
- Maintains camp site and equipment to standards including safety and cleanliness.

Job Type: Seasonal

Pay: \$2700 fixed

Dates: June 20 - July 30 (6 weeks excluding July 4th)

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Education: High school diploma or equivalent required

Experience: Day Camp preferred