



Job Description

2018 Summer Director Assistant

Qualifications

- 25 years of age minimum.
- Two years' experience in residential camp setting or related program.
- Have a positive and enthusiastic attitude.
- Ability to demonstrate skills for organizing and supervising children's program.
- Ability to be a team player, encourage and demonstrate communication skills (give and follow clear directions, be open to discussion, bring concerns to the table etc.)
- Able to demonstrate problem solving in a positive manner.
- Demonstrate the ability to respond to campers and staff in a positive and supportive way.
- Be a role model for campers and staff.
- Be able to manage and supervise staff, enforce rules in a professional manner and give constructive feedback.
- Capable of keeping a calm and confident attitude while dealing with campers and staff.
- Valid driver's license and clean driving record.
- Be able to transport campers and staff when needed.
- Must have ability to be focused and dedicated to position while working at camp.
- Must pass a background check.

Responsibilities

- Assist Summer Camp Director in all aspects of staff training and camp program
- Maintain open communication with Director, and Ad-Staff advising of staff interactions and potential unsafe or inappropriate situations.
- Contribute to creating and implementing staff training activities.
- Supervise camp and staff in Summer Camp Director's absence.
- Provide positive and supportive leadership to the staff, maintaining appropriate boundaries at all times.
- Attend and when needed lead staff meetings and be available to Summer Camp Director for one on one meetings.
- Participate in overall camp program.
- Be an active participant in assisting with camper behavior and discipline issues with the guidance of Summer Camp Director and/or Health Supervisor.
- Supervise staff and conduct weekly evaluations with Ad-Staff. Fill out required ACA forms, i.e. Staff Observation forms etc... Evaluations are based on your observation of the counselor's ability to be a good role model, participate in camp activities, demonstrate a positive relationship to campers and the ability to work with others.
- Counsel staff as needed and deemed appropriate, taking the necessary measures to insure a safe and caring environment for campers and all staff members.
- Be a positive and active role model to encourage the magic of camp (Mermaid, secret pals, BOONYAKS and other special traditions of Camp Oliver).

Organize/Delegate

- Assign camper arrival duties to staff on Sundays.
- Conduct weekly emergency preparedness drills.
- Help organize Camper and Counselor of the Week Awards.
- Organize camper evaluations—pass them out, collect and review.
- Create trucking schedule for transporting campers & staff to off camp activities.
- Friday cleaning assignments, and assure that a check of the property is done before anyone leaves for the weekend.
- Supervise Cabin Leaders that they are following orders and being consistent.

Responsible to: Camp Director

Camp Oliver information

Camp Oliver is owned by the Sisters of Social Service and run by an all-volunteer Board of Directors. We are a non-profit, non-denominational camp that hosts up to 72 co-ed campers in ages ranging from 6 to 13. We have 6 cabins that will sleep up to 12 campers of the same gender with 3 to 4 staff in the same cabin but with private quarters. Sessions run from Sundays to Fridays and a typical season is 5-6 weeks. Camp Oliver hosts children that come from all backgrounds of religions, ethnicity, financial and family situations. Most of our campers would be considered “At Risk” youth from the inner city. We feel that these special children greatly benefit from an outdoor experience in a safe and caring natural environment where they can connect with their peers and counselors through educational and fun activities. We have a policy that no camper will be turned away regardless of their ability to pay the camp fee, as such we have many campers that come to camp on financial aid known as “camperships”. Our camp offers traditional camp activities which include swimming, hiking, archery, low elements course, basketball, arts and crafts, dance classes, nature studies and camp fires with s’mores. We have sleeping under the stars and show an outdoor movie that evening, everyone has a wonderful time. Camp Oliver has a long tradition, over 60 years, of being a special place where children come together and make memories that last a lifetime.

I have read and understand the above job descriptions. I agree to complete my duties as a seasonal employee to the best of my abilities. I agree to follow all camp rules and policies. If I break any camp rules or regulations I agree to speak to a camp Director and will comply with the consequences of my actions. I also agree to let the Ad-Staff of Camp Oliver know of any problems or concerns I have regarding my own job performance and/or well-being as well as that of my campers and other staff.

Signed _____

Date _____