



Assistant Overnight Camp Director

Reports to: Overnight Camp Director

Status: Full Time

Department: Overnight Camp

Revision Date: 7/31/2021

Regular Hours: Monday – Friday 8-4:30

Effect on Camp Tecumseh Mission and Values:

The Assistant Overnight Camp Director is responsible for ensuring Camp Tecumseh YMCA's Summer Camp is designed and operates in a manner that promotes growth and fun for campers and staff. Overnight Camp provides a safe place for campers to learn new skills, grow as individuals and grow in their faith.

Position Summary:

The Assistant Overnight Camp Director works with the Overnight Camp Director to recruit and hire summer staff to serve as role models and mentors for campers. They design training to equip these staff to be successful. The Assistant Overnight Camp Director is also responsible for reviewing and approving campership application and working with existing and new mentor groups to provide camp experiences for a variety of individuals. The Assistant Overnight Camp Director is the primary point person for maintaining the camp registration software.

Qualifications:

- Bachelor's Degree in business, management, or related field preferred
- At least 5+ years of camp or nonprofit administrative experience preferred
- Knowledge and understanding of general business matters including budgeting, marketing and communication
- Experience in effectively managing a large seasonal staff team
- Experience in designing and leading staff training that is engaging and adapts to the needs of the staff
- Flexibility, creativity and the ability to thrive in an evolving environment
- Strong organizational and time management skills with attention to detail
- Demonstrated ability to work independently, judging when to act and when to seek approval before action
- Ability to coach and develop others
- Display maturity and a strong work ethic
- Possess or work to obtain American Red Cross Lifeguarding Certificate

Job Duties/Responsibilities:

- Recruit, interview, and hire summer seasonal staff
 - Primary focus on support staff team
 - Attend job fairs at colleges and other locations
 - Seek out additional creative recruiting opportunities

- Ensure interviewing and hiring procedures are consistent with best practices and legal guidelines
- Schedule, design, and lead summer staff trainings
 - Ensure legally required and ACA standard trainings are included
 - Make plan for missed sessions and late hires to be trained
- Day-to-day summer camp support
 - Available to answer questions and troubleshoot as needs arise
 - Ensure excellent parent communication before, during, and after arrival
 - Available on-call as needs arise throughout summer
- Approve campership requests and maintain mentor relationships
 - Review all campership applications and approve based on set guidelines
 - Year-round communication with mentor groups, ensuring proper paperwork is received and complete
 - Monitor campership budget appropriately
- Act as primary contact and resource for registration software
 - Work with Registrar to ensure seasons are activated correctly
 - Review and update forms regularly
 - Create or see to the creation of needed reports before and during summer season
- Secondary work responsibilities as assigned
 - Trading Post Management (Camp Store)
 - Manage budget
 - Organize and manage stock
 - Develop and create new merchandise annually with vendors

Work Environment:

- Will require some travel off of camp property
- This role routinely uses standard office equipment such as computers, phones, photocopiers, A/V equipment, etc.
- May be required to use a computer for an extended period of time
- The employee is required to sit and reach, and must be able to move around the work environment
- Must be able to lift, bend, and twist.
- Must be able to lift 35 lbs
- On-Site housing is required during summer months

Note: This job description is not meant to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.