



ASSISTANT DIRECTOR JOB DESCRIPTION

PRIMARY | Assisting the staff team at one of the summer camp locations in creating a
FOCUS | fun and engaging experience for everyone at camp.

CORE RESPONSIBILITIES - WHAT WILL YOU BE DOING?

- Assist the Site Director in leading the rest of the summer staff team. Always be ready to fill in for the Site Director or anyone else on the team. Your goal is to get the best out of everyone at Camp.
- Take on the administrative tasks necessary for Camp to function effectively and efficiently at your specific location. As needed, assist with parent customer service, camper behavior management, site inventory, and communication with members of the Camp Leadership Team.
- Collaborate with the Site Director to cultivate a strong, Jesus-centered environment for discipleship, teamwork, leadership development, and building relationships with/for the staff at your site.
- Serve as the key leader of the Activity Assistants and Counselors In Training (“CITs”). Ensure that they always have direction and assignments throughout the day.
- Engage your CITs in discipleship and development as outlined by the Staff Development Director. Take the lead on building relationships, coaching and developing leadership skills in your CITs.
- Build great relationships with the parents of your CITs by talking with them at drop-off & pick-up times, relaying announcements and important Camp info, proactively communicating with them about any behavior or medical situations, and partnering with them to resolve any issues they might have.
- Participate in fundraising efforts to raise money for the camper scholarship funds.
- Report to the Site Director at your location.

KEY RESULT AREAS - HOW WILL YOU KNOW IF YOU'RE DOING A GREAT JOB?

- Site Director, Team Leads, and Counselors are able to focus on their Core Responsibilities because you help share the load of things that inevitably come up during the day at Camp by delegating to Activity Assistants, CITs, or jumping in yourself to help as needed.
- The next activity for campers is always ready to go. You help the other staff stay prepared and one step ahead.
- Campers are proactively kept safe from all kinds of danger, abuse, and bullying. They love coming to Camp because of the fun you and the rest of the team create. Campers are noticeably growing in their faith in Jesus through their time at Camp.
- CITs are excited to be at Camp because of the positive, Jesus-centered culture you are helping to create for them. They are engaged and ready to step in and help throughout the day and are strengthening their leadership skills.

The back-end organization of your camp location is excellent. The office is organized, paperwork is filed, and staff are able to find the resources necessary for the activities they are leading.

COMMITMENTS - WHAT DO WE EXPECT FROM YOU?

- Work at least 10 weeks of the summer plus 1 week of staff training (a combination of online & in-person before camp begins).
- Regular work hours of Monday-Friday each week, 7:30am-5:30pm most days.

- Demonstrate a life of godliness and integrity at Camp, at home, and in the community.
- Agree with and sign the Camp of Champions USA Statement of Faith.
- Live by Camp of Champions USA Training Manual, Conduct Agreement, and all Camp rules.

PREFERRED SKILLS & QUALIFICATIONS - ARE YOU THE RIGHT FIT FOR THIS POSITION?

- High school graduates preferred (current high school students may still apply)
- Ultra-organized and effective communicator
- Team-minded and elevates everyone around them to be successful
- Passionate about working with and discipling Junior High students.
- Consistency is a strength, and you don't let small things fall through the cracks
- Previous experience with Camp of Champions USA preferred