

Position: Assistant Camp Director
Status: Full time, Exempt
Department: Summer Camp Program
Reports to: Camp Director



**CAMP
SOUTHERN
GROUND**

Major Job Functions:

Camp Southern Ground's Assistant Camp Director (ACD) is responsible for the day-to-day operations of the summer program as a member of CSG's full-time Leadership Team. The ACD provides direct support and supervision to the seasonal staff and plays an integral role in the camp team with the Inclusion, Program, and Communications Directors. The ACD helps create and foster a strong interdepartmental sense of teamwork and cooperation with all full and part-time CSG employees. The ACD will aid the Camp Director in the process of recruiting, hiring and training of all full-time and seasonal camp staff, assist the Camp Director in all aspects of program development, ensuring compliance with all applicable program, safety, and licensing/certification standards, and ensures that all Camp activities and programs are safe, highly engaging, and are intentionally designed to foster and strengthen the delivery of CSG's mission to provide extraordinary experiences for individuals to recognize and magnify the unique gifts within themselves and others to profoundly impact the world.

Essential Functions of the Position:

- Communicates and demonstrates the organization's mission, goals, and culture and leads staff and campers in creating a social context of inclusion, safety, respect, and friendship.
- In cooperation with the Camp Director, hires, trains, monitors work performance, and plans for the continued professional development and support of direct reports.
- Works in conjunction with the camp team to recruit all seasonal staff, including attending career fairs and other such events and coordinating advertising for staff on various job boards, and websites, etc.
- Assists the Camp Director with interviewing, selection, hiring, and completing all hiring paperwork requirements.
- Assists Camp Director in organizing, planning, and facilitating CSG's comprehensive orientation training for all seasonal staff.
- Works with Program Director to ensure that specialized trainings and any required certifications are completed for all staff in high-risk program areas. (i.e. Adventure Course, Biking, Archery, etc.)
- Work with the camp team and other stakeholders as part of continual process of prototyping new camp program opportunities.
- Support Camp Director in continual planning and execution of enhancements to all summer and year-round programs.

- Responsible to ensure staff compliance with program plans and all camp policies and procedures in order to hold staff accountable to organizational goals and expectations.
- Participates in ongoing professional development and maintains current knowledge of best practices in camp management and in working with camp's target populations.
- Collaborates with the Communications Director regarding Camper recruitment and admissions.
- Assist in the review of any applicants whose needs fall outside the "typical" camper profile (psychosocial review).
- Provide support and guidance to seasonal staff for all personal and professional issues that surface while working at CSG.
- Work closely with the Camp Director on the creation of the camp budget and other general financial matters. Manages the tribe life operations, and continual analysis of cost savings opportunities including structure of camp staff and in-kind donations.
- Assists Camp Director in design and implementation of outcome measurement tools to evaluate program success, as well as stakeholder satisfaction for all camp programs.
- Collaborates with camp team to implement changes to further improve and grow the programs.
- Responsible for continual review and implementation of the "Behavior Development Model" ensuring that it is integrated into staff training and day-to-day guidance of Camper behavior.
- Collaborates with the Inclusion Director and Program Director to review all 'Camper reports' and 'Behavioral incident reports' and makes recommendations regarding future plans for specific campers. In collaboration with Program Director and Inclusion Director, determines which campers need a behavioral contract or other such plan in order to return to Camp in the future.
- Assists Camp Director and Inclusion Director in facilitating communication between campers and camper parents to address and resolve conflicts, child development issues, and family concerns relative to campers or camp activities.
- Oversees the preparation of the lodge and all program areas for all programs.
- Collaborates with the Camp Director and Director of Safety and Security to plan and implement all required safety training and emergency response drills.
- Assists in the planning and facilitation of other Camp events, such as Warrior Week, Warrior PATHH, Warrior Song, and corporate/private events as needed throughout the year
- Provides support to the development team in delivering information, tours, and/or accommodations to donors and other friends of camp. Represents camp at fundraising or other public events.
- Responsible for compliance with and enforcement of all CSG policies and programmatic procedures. Assist in establishing and maintaining policies and

procedures to be in compliance with Federal and State regulations and the American Camping Association (ACA) accreditation standards.

- Assists with special projects and performs additional duties as assigned.

Supervisory Responsibilities:

- Seasonal
 - Staff Coordinators
 - Tribe Counselors

Required Education and Experience:

- Minimum five years' experience in camp program management, environmental and outdoor education; minimum five years' supervisory experience.
- Demonstrated experience in strategic planning, program delivery and oversight, leading cross-functional teams, and managing multiple projects simultaneously with changing priorities and tight deadlines
- Bachelor's Degree in education, psychology, social work, or other related field. Master's Degree in social work, counseling, or related field strongly preferred.

Required Knowledge, Skills, and Abilities:

- The ability to establish positive relationships with a variety of people in multicultural environments.
- Excellent written and verbal communications skills to diverse internal/external stakeholders, including reports, written communications, and presentations to key audiences.
- Thorough understanding of child development, Autism Spectrum Disorders, and ability to develop and deliver age/developmentally appropriate programs to children from diverse backgrounds.
- Skillfully lead and inspire staff on an individual basis, as well as large staff meetings.
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.

Physical Requirements and Working Conditions:

- Residential requirement from May 15th through August 4th, as well as other weekend programs as assigned.
- Ability to work a flexible schedule as needed to lead, supervise, or participate in Camp program activities.
- Summer and weekend programs require long workdays (on average 7:00 AM to 10:00 PM).
- Ability to work outdoors in hot and cold weather conditions.
- Ability to operate computer for extended periods with appropriate breaks.
- Valid driver's license and driving record which meets CSG's insurance carrier requirements.
- Ability to frequently lift up to 50 pounds.