

Position: **Assistant Camp Director**



Seasonal

Desired Qualifications

- Desire and ability to work with children outdoors and live in a camp community
- Enthusiasm, sense of humor, patience, and self-control.
- Good character, integrity, and adaptability.
- Experience in camp administration or other youth program leadership
- Ability to facilitate staff training and teach CIT curriculum
- Ability to plan, organize and implement daily and special camp programs
- Ability to problem solve and use strategic planning
- Ability to maintain a high degree of confidentiality
- Ability to safely move up to 50 pounds
- Age 21 or older

Certifications / Licenses

- California Driver's License
- Bachelor's Degree in Recreation or equivalent experience
- Wilderness First Aid and CPR

Responsible To

Camp Director

Camp Goals

To provide an opportunity for young people to have fun, learn skills, build self-esteem and practice developing constructive social relationships in a safe healthy environment.

Specific Responsibilities

- Assist Camp Director to design, deliver, and evaluate camp program and activities that meets the needs and interests of the program's target populations and ensure the delivery in a safe and quality manner.
- Assist Camp Director in training and supervision of summer staff.
- Assist Camp Director to design and implement staff training sessions.
- Provide regular, written and oral, formal and informal, feedback to summer staff.
- Plan and implement the CIT program following the Camp Natoma Counselor in Training Leadership Course and maintain records of participants.
- Provide feedback for, and coordinate evaluations of, CIT program participants.
- Facilitate team-building experiences and support camp staff to create successful social interactions and uphold a positive teamwork environment. Recognize and respond to problem solving opportunities and support staff growth.

- Help ensure the morale of staff by monitoring rest and recreation.
- Remain current with information on the developmental needs of youth.
- Set a good example for campers and staff, including cleanliness, punctuality, sportsmanship, table manners and following and enforcing camp rules.
- Maintain good public relations with camper's parents and the community.
- These are not the only duties to be performed. Some may be reassigned and other duties may be assigned as required.

Essential Functions

1. Communicate and work with groups and provide necessary instruction to campers and staff.
2. Understand the philosophy and objectives of Camp Natoma and be able to pass this knowledge on to others.
3. Observe camper and staff behavior; assess it for appropriateness; enforce appropriate safety regulations and emergency procedures; and apply appropriate behavior-management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
5. Ability to reside in rough terrain, heat, and living outdoors at Camp Natoma.