



Camp Fire Illinois Prairie

DAY CAMP ASSISTANT DIRECTOR JOB DESCRIPTION

CLASSIFICATION - Non-Exempt

SEASONAL; This position is 40 hours per week during summer Day Camp session and includes up to 20 hours per week during pre/post season planning and required reporting and wrap up.

REPORTING RELATIONSHIPS

Position Report to: Day Camp Director

Position Supervises: Day Camp Counselors, Interns and Volunteers

POSITION PURPOSE

The Day Camp Assistant Director works with staff, youth, parents, community organizations & volunteers to create, facilitate, and oversee the Camp Fire Illinois Prairie Day Camp programs.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Provide effective leadership in developing comprehensive Day Camp schedule and Camp Fire based program plans and implementing and evaluating the planned programs during off season and summer day camp season.
- Provides assistance with weekly schedule for Day Camp to include a balance of active and quiet activities, crafts, fun, and Camp Fire approved educational programs, for the best possible program.
- Assists Day Camp Director to supervise staff including formal and informal evaluations.
- Work with Day Camp Director weekly to divide campers into groups and assigning Counselors.
- Assist Day Camp Director with transportation plans for field trips and daily activities at camp.
- Make sure that rules and discipline are enforced, and campers and staff follow the Day Camp rules and programs in a positive atmosphere.
- Consult with the Day Camp Director and Chief Executive Officer to keep them informed of plans and problems.
- Make sure all program supplies and snacks are available, and ready when needed by counselors.
- Assist with training and supervise Day Camp staff as assigned by Day Camp Director and Chief Executive Officer.
- Take daily attendance, and calling to check on those absent, unless prior arrangements have been made, when directed by Day Camp Director.
- Ensure that all campers and staff are where they should be at all times.
- Assist Day Camp Director with staff assignments, and arranging for staff to cover drop off times, pick up times, and lunch time.
- Responsible to assist Day Camp Director to make sure all medical needs are taken care of, and that First Aid supplies are available at all times, but not accessible to campers.
- Make appropriate changes in the program when weather or other circumstances make it necessary and notifying the Camp Fire office and/or Chief Executive Officer of those plans, under the director of the Day Camp Director.
- Keeping all necessary forms and records.
- When directed by Day Camp Director, keep all receipts and accurate records of Day Camp expenditures. Submit requests for field trip checks/payments in timely fashion. Does not exceed budgetary allotment in all day expenses without prior permission from Chief Executive Officer.
- Assist Day Camp Director when sending thank you notes to speakers or anyone who helps with the program.
- Assist with preparing and distributing to parents an information sheet and/or eBlast, each week that tells of the Day Camp program plans for the week. Communicating with parents regularly.
- Care for the health and wellbeing of the campers. Notify parents as soon as possible in the case of an injury or illness.
- Have knowledge of designated vehicle at camp to be used in an emergency.
- Assist with setting up and maintaining ongoing clean-up of the camp facility, and returning all day camp equipment at the end of the day camp session.
- Assist Day Camp Director in developing in-service staff training and development.
- Other duties as assigned by Day Camp Director and Chief Executive Officer.



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PERFORMANCE MEASUREMENTS

Reporting to the Day Camp Director, the Assistant Day Camp Director will attend regularly scheduled meetings to discuss program progress. A formal evaluation will be completed within first 30, 45, and 90 days of this job description, and then once per year.

Performance measurements may include: Make sure goals and objectives are met, reports are produced accurately and timely, and satisfactory completion of essential functions of position.

DESIRED QUALIFICATIONS

EDUCATION/CERTIFICATION

- Current CPR and First Aid certification
- Working toward or holds Bachelor's degree or above in field related to youth development, recreation, or education.
- Current driver's license, automobile insurance, and own transportation that may be used for work related tasks and emergency situations.

KNOWLEDGE

- Knowledge of best practices in supervision and management
- Knowledge of skills required to create and implement a work plan
- Knowledge of group work and facilitation, conflict resolution, and behavior management
- Knowledge of Illinois Core Curriculum Requirements
- Knowledge of skills required in outdoor recreation
- Knowledge of leading youth in an outdoor environment

EXPERIENCE REQUIRED

- Minimum one year experience working with volunteers, youth, teenagers (middle & high school youth), and community partners.
- Minimum one camp season experience in administration of day camp programming for youth, teenagers (middle & high school youth), and community partners.
- Minimum one camp season experience teaching youth in field of outdoor recreation and/or leading wilderness experiences.
- Minimum one year experience managing staff and programs.

SKILLS

- Effective oral and written communication skills
- Ability to prioritize and manage multiple tasks
- Team player and committed professional
- Highly organized
- Effectively supervise and motivate staff to perform at high levels of effectiveness

BEHAVIORAL COMPETENCIES

- Flexible regarding time and availability
- Dedicated to the success of Camp Fire's program models and Thrive{ology}
- Provide supervision and guidance to Day Camp staff

PREFERRED



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- Minimum one year experience guiding youth in service learning
- Minimum one year experience instructing or working with youth age six through high school.
- Current certification as Challenge Course Facilitator, or willingness to obtain certification with 60 days of acceptance of position.
- Bilingual in English and Spanish

ATTENDANCE REQUIREMENTS

REGULAR: This position is at least 40 hours per week during summer Day Camp session and included up to 20 hours per week during pre/post season planning and required reporting and wrap up. Day Camp Director may have to be at campsite as early as 6:00 a.m. and as late as 6:00 p.m. daily.

OCCASIONAL: Evenings, weekends, and overnight field trips, if applicable

TRAVEL REQUIREMENTS

REGULAR: Program execution at Camp Kata Kani, Bolingbrook and Camp Fire office, Lombard, and other meetings pertaining to execution of Day Camp programming.

OCCASIONAL: Weekend trips, when applicable

PHYSICAL ACTIVITIES AND REQUIREMENTS

REPETITIVE MOTIONS

- Frequent and regular movement required: walking, lifting, filing, reading, and computer related activities.

PHYSICAL STRENGTH

- Work is performed in indoor and outdoor settings.
- Must lead youth on interactive outdoor activities including, but not limited to, hiking, fishing, environmental education, approved Camp Fire curricula, and field trips.
- Subject to standing, walking, sitting, interactive outdoor activities, and possible overnight camping experiences.
- Occasional lifting of objects up to 50 pounds.

TALKING

- Must frequently convey detailed or important instructions and ideas accurately to people age six through adult.

AVERAGE HEARING

- Hear average or normal conversations and receive ordinary information.

AVERAGE VISION

- Prepare to inspect documents or products and operate office equipment. Must have visual supervision of youth and staff.

WORKING CONDITIONS

- Day Camp facility with no air conditioning. Subject to summer weather changes such as rain, differences in temperature, and humidity.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the



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minimal standards necessary to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Job descriptions are not intended as and do not create employment contracts. Camp Fire Illinois Prairie maintains its status as an At Will employer.

Camp Fire Illinois Prairie is an Equal Opportunity Employer.

Employee Name (Printed)

Employee Signature

Date

Camp Fire Illinois Prairie, CEO, Signature

Date