



## Assistant Camp Director

**Position:** Assistant Camp Director

**Status:** Seasonal

**Reports To:** Executive Director

**Pay Rate:** \$500/Week

**Dates:** May 30 – August 12, 2025

### About The Role

At **Camp GROW**, we're searching for an **Assistant Camp Director** who can inspire, organize, and lead with enthusiasm. This role requires strong leadership, top-notch problem-solving, and a positive, energetic approach to empower staff and campers to be their best every day.

### Major Responsibilities

#### 1. Camp Operations & Planning

- Develop daily/weekly schedules for staff assignments.
- Assign staff roles and break times, ensuring clear communication.
- Coordinate activities, guest presentations, and evening events logistics.
- Oversee external partner programs and ensure smooth execution.

#### 2. Leadership & Activity Design

- Lead daily announcements, staff meetings, and camp wide programs.
- Collaborate on designing all-camp activities, free-choice activities, and parent day programs.
- Assist in the development and execution of pre-season staff training.

#### 3. Administration

- Communicate with parents as needed.
- Manage camper accounts, incident reports, and behavior documentation.
- Track inventory, expenses, and submit purchase requests.
- Responsible for staff payroll tracking.

#### 4. Supervision & Oversight

- Observe staff, provide constructive feedback, and coach for improvement.
- Ensure health and safety standards are met.
- Respond to behavioral issues and foster positive camper/staff relationships.
- Evaluate staff performance and delegate responsibilities effectively.

#### 5. Other duties as assigned

### **What We're Looking For**

- **Mission-Driven:** You believe in Camp GROW's mission to make lifelong positive impacts.
- **Qualifications:** 21+ years old with a GED/High School Diploma.
- **Experience:** 2+ years in camps, youth development, or outdoor programming.
- **Leadership:** Strong communication, interpersonal, and supervisory skills.
- **Clearances:** Ability to pass a national criminal background check.

### **Why You'll Love This Role**

- **Impact:** Every day, you'll play a key role in creating unforgettable, life-changing camp experiences.
- **Growth:** It's a challenge—camp life requires grit, flexibility, and resilience—but you'll develop leadership, problem-solving, and people management skills like no other.

### **What You Need To Know**

- Summer camp is a 24/7 commitment with long hours and unpredictable moments, but it's also one of the most rewarding jobs you'll ever have.
- You'll balance fun, safety, and responsibility, supporting campers and staff through challenges and growth.

### **Physical & Work Environment**

- Engage in activities like fishing, horseback riding, boating, swimming, hikes, and camp games.
- Ability to lift/move up to 50 lbs and remain active throughout the day.
- Work in outdoor environments with varied weather conditions.