



TITLE: Assistant Camp Director

Department: Camp	Staffing Classification: Seasonal
Reports To: Summer Camp Director	FLSA Status: Exempt
Date Approved:	Signature:

JOB SUMMARY:

The Assistant Camp Director is responsible for the support, direction, and morale of counseling staff. (S)he backs up counselors at all times and substitutes for them occasionally; supports and maintains a positive atmosphere aligned with Smirkus ideals. The Assistant Camp Director is a member of the camp leadership team, along with the Summer Camp Director, Head Coach, and Activities Coordinator.

ESSENTIAL FUNCTIONS:

(Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Provide support and guidance for the counselors and coaches. Be available to listen to concerns, issues, and problems. Help negotiate disputes. Provide counseling where appropriate. Be aware of and sensitive to issues before they become problems. Communicate any staff interactions, concerns or accomplishments to the Summer Camp Director.
2. Oversee all counseling staff scheduling including but not limited to morning/afternoon rotation, chores, program coverage. Work in conjunction with the Head Coach to ensure a fair night duty schedule for all staff.
3. Communicate all scheduling changes to the staff.
4. Act as a liaison between the counseling staff and the Summer Camp Director and promote positive relationships. Keep coaches informed of the physical and emotional problems/situations that a camp or counselor may be going through, and the history behind the problems. Inform appropriate staff of any camper-related accidents or events that have the possibility of effecting camper performance or attitude.
5. Provide support for the Activities Coordinator. Oversees the activities scheduling and planning process. Provide encouragement and insight to the Activities Coordinator.
6. Develop camper safety policies with the Summer Camp Director and the Head Coach. Along with Summer Camp Director and Head Coach, monitor the safety levels in all camper and staff related areas and events.
7. Assign housing to campers prior to the start of each session. Designate counselor groups and staff housing for each session. Maintain open communication with counselors regarding counselor group and camper issues.
8. Provide additional counseling for campers.
9. Assist Summer Camp Director in administrative duties as needed. Maintain open communication with Summer Camp Director concerning all facets of camp.
10. Conduct cleanliness checks in camper and staff living quarters, in program areas and in the dining area.
11. Supervises additional clean up sessions as needed.
12. Plans and implements staff orientation with Summer Camp Director and Head Coach.
13. Responsible for carrying out appropriate role for all emergency procedures. Assume role of Acting Director when Summer Camp Director is off-site or is incapacitated. Work in conjunction with the Camp Health Professional (if medical) Camp Administration Director or Executive Director to make emergency decisions if Summer Camp Director is off-site or incapacitated.
14. Support and supervise counselors. Provide appropriate instruction and motivation.
15. Review and update protocols to ensure preparedness for accidents and medical emergencies in the dormitories.
16. Train counselors on practices to maintain safety in dorms.
17. Oversee fire drills and dorm evacuations.

18. Lead daily counselor meetings. Participate/assist in all general staff meetings. Attend Leadership team meetings.
19. Lead, plan, and facilitate the CIT program for each session.
20. Assist with staff orientation and and lead various training sessions.
21. Facilitate staff in program planning and schedule creation sessions during Pre-camp Orientation.
22. Perform other tasks as needed or requested by Camp leadership.

SKILLS AND EXPERIENCE DESIRED:

- Enjoy circus, enjoy young people.
- Experience in working with children and teens in Summer camp and/or instructional settings.
- Experience supervising, supporting, and evaluating staff.
- Ability to listen, communicate, and respond to multiple constituencies, solve problems and create win - win situations with people of all ages.
- Ability to relate to and motivate both campers and staff.
- Ability to work collaboratively in a team.

WORKING CONDITIONS:

(Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Work is normally conducted both indoors and outdoors, in dorms and in circus tents. Weather conditions may vary.

PHYSICAL DEMANDS:

(The physical effort generally associated with this position.)

Work involves standing, walking, bending, kneeling, reaching, stooping, and other physical activities consistent with working out and/or setting up heavy equipment. Work may include lifting, carrying or moving objects and equipment weighing over 50 pounds.

SUPERVISION: Supervision is received from the Summer Camp Director

Circus Smirkus is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

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