



## Assistant Camp Director Job Description

### About us

Camp Fire Georgia is a youth development organization that has been engaging youth through our summer camps, after school programs, teen leadership opportunities, and community events since 1923.

Helping young people become who they want to be takes time and encouragement. It takes paying attention to what sparks a passion. At Camp Fire, that's what we do. We help youth discover the exceptional people they are, now!

Our work environment includes:

- Growth opportunities
- Room and Board Provided
- On-the-job training
- Casual work attire
- Lively atmosphere

### Position Description:

We are seeking a dynamic and enthusiastic Seasonal Assistant Camp Director for our upcoming summer camp program. The ideal candidate will be a passionate individual with strong organizational skills and the willingness to develop their leadership skills while helping to create a positive and memorable experience for campers. As the Assistant Camp Director, you will be responsible for assisting the Camp Director in overseeing camp operations, ensuring the safety and well-being of campers, and creating a fun and enriching environment for counselors and campers alike. This is a position of significant responsibility with opportunities for personal growth and development through leadership and mentorship of others.

**Responsible to:** Camp Director

**Salary:** From \$950 per week; plus Room and Board

**Work Location:** 92 Camp Toccoa Dr. Toccoa, GA 30577

**Duration:** This is a commitment from mid-May to early August, 2024.

**Qualifications:**

- Must be 25 years of age or older
- Ability to work with and supervise (15-25) young adults aged 18 and older
- Ability to work with campers aged 5 to 17 years old (approx. 80-100 each week)
- Dependable: this is a commitment from mid-May until early August
- Ability to work collaboratively with Camp Director toward goals established by the Board
- Ability to work outdoors and maintain a safe environment for staff and campers
- Ability to supervise, give direction, problem-solve, give corrections. Also, understand when to ask for assistance
- Complete the following training prior to staff training: First Aid, CPR-AED.
- Optional training includes Lifeguarding, Climbing Tower, Wilderness First Aid

**General Responsibilities:** To assist the Camp Director in the management of summer camp responsibilities for Camp Fire Georgia's Camp Toccoa (Overnight Camp) and Camp Owanoyake (Day Camp).

**Specific Responsibilities:**

- Program Coordination:
  - Assist in the planning, development, and implementation of the camp program, ensuring alignment with the camp's mission and goals.
  - Collaborate with activity specialists and counselors to organize and coordinate daily schedules and special events.
- Staff Supervision and Support:
  - Work alongside the Camp Director to train and supervise camp staff.
  - Provide support and guidance to staff members, promoting a positive and collaborative work environment.
  - Assist in conducting regular staff meetings to communicate expectations and address any concerns.
- Camper Safety and Well-being:
  - Implement and enforce safety protocols to ensure the well-being of campers and staff.
  - Address camper concerns and incidents promptly and effectively, fostering a positive and supportive community.
- Administrative Duties:
  - Assist in managing camper registrations, including orientation and departure procedures.
  - Collaborate with the Camp Director on administrative tasks such as record-keeping, staff scheduling, and communication with parents.

**Other information:**

The Summer 2024 Schedule is as follows:

- **Leadership Training: May 29th-31st**
- **Staff Training: June 2nd-8th**

- Session 1: June 9th-15th
- Session 2: June 16th-22nd
- Session 3: June 23rd-29th
- [break – no session June 30-July 6]
- Session 4: July 7th-13th
- Session 5: July 14th-20th
- Session 6: July 21st-27nd

To apply, please email a resume, cover letter, and three professional references to [employment@campfirega.org](mailto:employment@campfirega.org). Please feel free to email any questions as well.