



Riverlea, LLC DBA

# Camp Riverlea

8302 South Lowell Road  
Bahama, NC 27503

## Assistant Program Director Job Description

**Supervisors:** Director, Program Director

The Assistant Program Director works very closely and shares many responsibilities with the Program Director. General responsibilities include the planning, oversight, and daily organization of the camp experience for all persons at Riverlea. This is a full-time job beginning Monday, May 30, 2016 and ending Friday, August 5, 2016, with some responsibilities outside of regular work hours.

### Responsibilities:

1. Plan and lead formal and informal staff and volunteer orientations and trainings with Program Director.
2. Plan, prepare for, and help lead the pre-camp open house.
3. Organize and prepare paperwork such as inventory lists, departmental notebooks, camper birthday lists, schedules, staff and volunteer duty assignments, group, bus, and authorized adult lists, and various other forms.
4. Oversee and organize the acquisition and maintenance and replacement of all camp equipment and materials necessary to the organized daily operation of camp.
5. Ensure each volunteer and staff member is performing all of her or his responsibilities in accordance with Camp Riverlea's mission and standards of conduct.
6. Each day, visit all departments and provide counselors, staff, volunteers, and campers with support, encouragement, and constructive feedback.
7. Assist counselors with conflict resolution and, when appropriate, mediate conflict resolution between campers. Address camper behavior problems when observed, or when asked to do so by counselors and volunteers. This may include calling parents, writing incident reports, and/or consultation with the Program/Camp Director.
8. Plan and prepare for special camp activities and extended-day programs, and communicate those plans to staff and volunteers.
9. At least twice each summer, an Assistant Program Director or Program Director will observe and evaluate each staff member for the duration of a class period and then provide constructive feedback during a formal follow-up performance review meeting.

10. Several times each week, check the safety of all camp buildings and grounds and alert the Director of any issues or concerns of potential hazards.

**Daily tasks:**

1. Unlock and open camp before staff arrive.
2. Perform daily administrative tasks such as leading organized and effective assemblies (song, “good morning”, absences, weather, announcements), answering the phone, communicating with parents, documenting important phone calls, and effectively communicating new or changed plans to all applicable persons (ex. parents, sitters, counselors, campers, bus counselors, etc.).
3. Informally visit and observe classes to check in with and support staff/volunteers and campers; maintain and build upon good rapport with everybody; make sure everyone’s needs are met.
4. Observe daily camp operation with consideration to the safety, well-being, and participation of all persons.
5. Check in with other camp leaders to plan, organize, and prepare for upcoming events/days/weeks/sessions.
6. Address and support counselor, volunteer, and camper questions and concerns.
7. Remain at camp until all campers have been picked up (bus counselors call to confirm), and lock up at the end of the day.

**Desired qualifications:**

1. Previous summer camp and childcare experience.
2. Outstanding professional communication (including basic computer literacy), interpersonal, and teamwork skills, including conflict prevention, management, mitigation, and resolution.
3. Good character, sense of humor, leadership abilities, patience, persistence, and calmness.
4. Ability to self-motivate and work independently in a fast-paced, noisy indoor/outdoor environment (this requires healthy levels of physical strength, flexibility, and endurance).
5. Ability to work well under pressure, to improvise, to think quickly, critically, and soundly as new circumstances or problems arise, including the ability to solve problems quickly, logically, thoughtfully, and completely, all while taking multiple perspectives into consideration.
6. Organized, detail-oriented, and ability to juggle multiple projects simultaneously without becoming overwhelmed.
7. Ability to plan and lead formal and informal training sessions for counselors, staff, and volunteers.
8. Current certification in child and adult First Aid, CPR, as well as certification bloodborne pathogens.