



2024 Camp Blue Spruce

Job Title: **Assistant Camp Director**
Reports to: Camp Director

Position Purpose:

Assist the Camp Director in managing all staff, camp activities, and scheduling. The Assistant Camp Director is responsible for directly supporting Program Coordinators and Unit Coordinators.

Essential Job Functions:

1. Manage camp community during staff meetings (prior to each meal, during Interest Group kick off, etc.)
 - a. Create a culture of welcome, timeliness, and fun.
 - b. Facilitate staff and camper opportunities to lead songs, games, etc.
 - c. Encourage conversation and engagement among campers and staff.
 - d. Work with Directors to support staff meetings
2. Oversee the planning and flow of Program Block and Interest Groups
 - a. Work with program staff to plan and implement Program Blocks and Interest Groups throughout the week.
 - b. Manage a schedule that provides necessary information to program staff, cabin staff, health house, Food Safety Team, kitchen staff, and Camp Director.
 - c. Support program staff in planning program block activities as needed.
 - d. Support the flow of groups to scheduled activities.
 - e. Ensure program staff have resources necessary to implement programs.
 - f. Provide staff support during the program as needed.
3. Design and Deliver quality evening program activities.
 - a. Work with staff to design evening program activities using the camp's values and goals as a guide.
 - b. Provide direction and support to staff responsible for leading activities.
 - c. Ensure evening activities are relevant and inclusive for all campers.
4. Prepare and manage cabin activity boxes.
5. Maintain high standards of health and safety in all activities for campers and staff.
 - a. Provide the daily care of each camper within your supervision including recognition of personal health needs.
 - b. Be alert to campers and staff needs during program activities.
 - c. Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Camp Director.
6. Be a role model to campers and staff in your attitude and behavior.
 - a. Follow and uphold all safety and security rules and procedures.
 - b. Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
 - c. Participate in camp activities
 - d. Aim to provide a safe and positive camp experience for all.

7. Participate in a timely evaluation process along with debrief to document learnings from the camp season.

Other Job Duties:

- ◇ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ◇ Participate as a member of the camp community.
- ◇ Uphold Camp Blue Spruce values at all times.
- ◇ Support CIT program through observation and feedback of CITs when they are participating in program blocks and interest groups.

Qualifications: (Minimum Education and Experience)

- ◆ Must be 21 years of age.
- ◆ Must have prior camp experience; supervisory experience preferred.
- ◆ Must possess or be able to obtain First Aid/CPR certification.
- ◆ Must possess or be able to obtain Oregon Food Handlers card.
- ◆ Must submit health history record and examination form prior to first day of work.
- ◆ Ability to interact with all age levels.
- ◆ Must be able to attend/complete all staff training opportunities.

Knowledge, Skills, and Abilities:

- ◆ Understand the developmental needs of youth.
- ◆ Ability to relate to youth and adults in a positive manner.
- ◆ Demonstrate knowledge and skill in designated camp program areas.
- ◆ Willingness to receive and give both positive and constructive feedback, and make necessary changes or offer necessary supports to continue to develop in areas outlined in constructive feedback.

Physical Aspects of the Job:

- ◆ Ability to communicate and work with campers, staff and volunteers.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◆ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Salary Information

\$1050

Application Information

Apply online at: <https://bluespruce.campbrainstaff.com>

Questions

Contact: Sarah Hinton - Camp Director, program@campbluespruce.org

Some physical requirements of a Cabin Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.