



## **CAMP ALDERSGATE JOB DESCRIPTION**

**Position Title: Assistant Director**

**Reports to: Executive Director**

### **Qualifications:**

Assistant Director must have completed two years as a Camp Aldersgate senior staff member or possess equivalent experience at a similar organization. Must be able to pass a national background check. Have the ability to understand and follow multi-step oral and written directions in English. Ability to communicate and work with diverse groups of people from all social and economic segments of society. Must demonstrate leadership skills, including responsibility, respect, teamwork, stewardship, initiative, problem-solving, and creativity. Training and/or experience in one or more of the following areas is required: camp staff training, staff development and supervision, formal staff evaluations, camp program development, American Camping Association standards, child development, youth ministry, risk management, leadership, and mentoring. Must uphold the mission of Aldersgate and demonstrate its principles onsite, offsite, and in social media/public presence.

### **Physical Requirements:**

- Able to lift 25 pounds frequently throughout the day
- Traverse uneven dirt roads

### **Working Conditions:**

Assistant Director must be able to work outside in Rhode Island summer conditions without access to air conditioning. Assistant Director will receive first aid and hazardous materials training and equipment and will be expected to use this training to appropriately handle bodily fluids (blood, urine, vomit, etc.) as necessary. Assistant Director is sometimes required to be on duty overnight, i.e., wake up if camper or staff issues arise and potentially stay awake overnight in emergency situations.

### **Expectations:**

Assistant Director ensures the camp runs smoothly; supervising staff, responding to camper and staff incidences, interacting with camper parents, ensuring all programs are planned and executed, and providing formal and informal evaluations to staff. Through modeling behavior, Assistant Director shows campers positive life values, such as enthusiasm, acceptance, flexibility, good sportsmanship, problem-solving, communication, and living out their faith. Assistant Director serves as part of the summer leadership team. The Assistant Director in charge of Overnight Programs is expected to live on-site while camp is in session and campers are on site.

### **Responsibilities:**

- 1) Live out the mission of Aldersgate
  - a) Ensure a safe space for campers, volunteers, and staff to live as God created them to be
  - b) Develop intentional activities for campers to grow in faith and friendship
  - c) Model appropriate behavior, including appropriate boundaries with campers, parents, volunteers, and other staff
  - d) Recognize, follow, and implement camp policies and procedures
- 2) Recruit Seasonal Staff
  - a) In collaboration with other Assistant Director and Executive Director, recruit, interview, and hire staff based on seasonal staffing plan
  - b) Collect hiring paperwork prior to arrival
  - c) Coordinate international and domestic travel at the beginning and end of the season
- 3) Recruit Campers



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- a) In collaboration with other Assistant Director and Executive Director, recruit campers for summer programs
- b) Participate in recruitment visits to schools, churches, camp fairs, open houses, or other recruitment activities, sometimes held outside of regular work hours
- c) Design and implement social media marketing
- d) Respond to parent inquiries
- e) Assist families through the registration process, including submitting all required forms and payments
- 4) Plan and Execute Staff Training
  - a) With the assistance of the Executive Director, plan staff training modules
  - b) Lead staff training modules as determined in pre-camp training
  - c) Attend and participate fully in all staff training modules and assist if requested
  - d) Ensure summer camp staff are adequately trained and understand all materials and sessions
  - e) Develop and execute late-hire training
  - f) Check for understanding throughout the summer and plan/execute mid-summer trainings according to staff needs
- 5) Provide Staff Development and Supervision
  - a) Provide informal feedback to summer camp staff weekly
  - b) Provide staff with opportunities to grow their skills and leadership
  - c) Ensure all camp policies and procedures are being followed by both staff and campers
  - d) Participate in two formal staff evaluations; including presenting formal evaluations to summer staff
  - e) Be aware of the overall morale and needs of the staff as a whole and individuals
  - f) Report all staff issues to Executive Director within 24 hours
- 6) Program Development
  - a) Develop curriculum for camp program areas
  - b) Provide resources to program area staff
  - c) Adapt curriculum as needed, including rain plans, modifications/accommodations for specific camper physical, mental/emotional, and/or behavior needs, and create additional activities for campers/groups who require enrichment activities
  - d) Work with Executive Director to assess programs and camper experiences
- 7) Maintain American Camp Association (ACA) Standards
  - a) Be aware of and follow all applicable ACA standards
  - b) Maintain paperwork for all applicable ACA standards
  - c) Participate in ACA visits as necessary
- 8) Live and work in Christian community
  - a) During the summer season, live on-site in provided housing
  - b) Work with Executive Director and Camp Chaplin to develop devotions, worships, and intentional activities for campers and staff
  - c) Be open to learning about the United Methodist Church, its doctrine, and history
  - d) Be comfortable leading prayer, participating in worship, and sharing personal faith with campers and staff



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- e) Exhibit appropriate self-care behaviors to maintain consistent work levels throughout the summer
  - f) Communicate and work respectfully with all staff
  - g) Model best practices and mentor staff and counselors in training (CITs)
- 9) Assist with Aldersgate's year-round programs
- a) Assist Guest Services Coordinator in booking retreat groups, including giving tours to prospective group leaders
  - b) Act as a professional point of contact for groups while on site
  - c) Proactively problem-solve to create an enjoyable guest atmosphere
- 10) All other duties as assigned