



Job Title: Associate Director

The Associate Director is a seasonal position that oversees the day-to-day operations of Camp Live Oak, provides leadership to all camp staff, and is the camp liaison between onsite Director, campers, parents and Executive office staff. The Associate Director is a leadership position with many responsibilities relating to the safety of children, adults, and the overall operation of the camps. The ideal candidate is organized, creative and energetic with a passion for the creating a safe and fun work/camp environment for all staff and a passion for the outdoors and nature.

RESPONSIBILITIES

- Demonstrate an enthusiastic positive attitude and strong leadership to camp staff and children ages 5-13.
- Supervise two site locations ensuring that safety, staff management, and special activity areas are running to full expectation.
- Hire and manage spring and summer camp staffing.
- Develop Spring camp curriculum and work with Science and Art teachers in developing the Summer programming.
- Assist the Digital Media specialist on advertising pieces, including but not limited to online marketing and community publications, school flyers.
- Build strong working relationships with parents, community partners, and vendors, with the ability to clearly communicate expectations.
- Develop with the assistance of the Administrative Director, yearly staff training in May.
- Booking all field trips, guest speakers, and special activities for the spring and summer programming.
- Working with the onsite directors on weekly staff scheduling for normal day camp operations and special activities.
- Effectively manage, coach and mentor the camp directors and counselors and provide on-going, constructive evaluation to all Camp Live Oak staff and jointly develop improvement plans when necessary. Provide updates to Executive Director of any possible issues and oversee any staff disciplinary procedures for counselors.
- Establish communication with Executive Staff to ensure that equipment and facilities are safely and properly prepared and maintained throughout the summer. Submit work or supply order requests.
- Collect all new registration monies, as well as weekly maintenance and activity checklists.
- Oversee camp store inventory, collect and submit all monies to Executive office.
- Enforce all policies and procedures stated in the employee manual including American Camp Association (ACA) Standards.
- Liaison between Park management and Camp Live Oak Executive office.
- Attend weekly on site staff meetings at the end of each week to create a cooperative team atmosphere.

- Support the camp staff to ensure that they have all necessary supplies and materials for planned activities.
- Establish communication with Executive staff in regards to camper behavioral problems and parent interaction.

QUALIFICATIONS

- Bachelors in Education or Recreation Management.
- Minimum of 3 years management or Team leader experience; Camp management experience highly preferable.
- Must have reliable transportation, valid driver's license with no driving record, and insurance. This position will require extensive driving. Gas stipend will be provided.
- Must be knowledgeable in Excel, Microsoft Word.
- Must have experience in developing staff training activities.
- Applicant should demonstrate authority in order to maintain a safe and organized camp, but also a friendly nature in order to create an enjoyable working, learning and playing environment.
- Must be able to multitask while accomplishing widely varying tasks that may range from team leadership, scheduling, problem solver, light maintenance work.
- The Associate Director must have the ability to establish and maintain effective working relationships with the camp staff, parents, campers and park management.
- Must have STRONG communication skills both orally and written. MUST be organized in order to maintain a structured and successful camp.
- The Associate Director should exhibit enthusiasm for all camp activities as a role model for the counselors and campers. The Director should be an avid lover of the outdoors and nature, while also having creativity and spontaneity to encourage a truly fun and engaging atmosphere at camp.
- Spanish speaker a plus!

Hours:

- Seasonal Full time position. Beginning in January to mid-September. Hours to be discussed at time of hire. Must be flexible and be able to be on call evenings and work weekends.
- Pay: \$18 an hour