

TITLE: ASSOCIATE CAMP DIRECTOR

Report to: Camp Director

General responsibilities: Works with the camp director to implement camp program and goals.

Feb-June: Pre-camp responsibilities:(flex P/T hours)

- Assist in recruiting and hiring camp staff.
 - Participate in interviews and follow-up.
 - Review and conduct reference checks for new staff
- Coordinate the planning of themes, special event and trips
- Develop policies and framework for all camp programs.
 - a) Provide staff manual.
 - b) Establish training and staff development program.
 - c) Establish a systematic approach in camp management procedures.
- Meet with program specialists to develop theme based planning
- Assist in with the preparation of facilities for camp opening
- Work with division heads to finalize group schedules.

June-August: Camp responsibilities (Full time)

- Implement program, health and safety standards outlined.
 - Appraise supervisors of all city and state health codes.
 - Appraise supervisors of all Cathedral policies and practices relevant to camp programs.
- Implements and supervises all special events and program activities.
 - Assemblies, carnival, unit events, end of season ceremony, etc.
 - Trip
 - Camping trip
 - Canteen (camp store)
- Supervises specialists and monitors the quality of activities presented by program departments.
- Ensure that camp evaluation ad feedback system is used by all supervisor's
 - Evaluate all supervisory staff.
- Authorize all camp expenditures.
 - Authorize expenditure within budget goals.
 - Approve staff overtime as needed
- ACT as a liaison between Cathedral Church, Cathedral School personnel and executive director

QUALIFICATIONS: Over the age of 25, college graduate with a degree in education, social sciences or liberal arts, with some post-graduate work in human services, supervision and program planning. Three years administrative experience in a camp setting is required. Must have an area of expertise in camp-related activities.

RTE/ first aid/ CPR certification is required. NYS fingerprinting and extensive background check is mandatory.