



# WESTWIND

## *Seasonal Assistant Camp Director*

Job Title: **Assistant Camp Director**  
Classification: *Nonexempt (seasonal)*  
Reports to: **Program/Camp Director**  
Direct Reports: **Unit Coordinators (4-6)**

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### **Position Purpose**

The Assistant Camp Director works to further the mission of camp through the planning and delivery of camp programs and staff training and assist in the management of overall camp operation at the direction of the Program/Camp Director.

### **Essential Job Functions**

Assist the Camp Director with administration and communication logistics before, during, and after each camp session

- Answer parent inquiries and send out transportation emails
- Collect, organize, and help distribute camper and staff mail and manage store accounts
- Assist with cabin assignments, first and last day logistics, and session cleanup

Assist with the supervision of summer staff and day-to-day logistics and operations

- Direct supervision of unit coordinators and other leadership staff
- Acting director when camp/program director is off site
- Support staff with general needs, inquiries, and facilitation of programs
- Lead daily meetings with staff and help supervise all camp and staff schedules and program operations

Assist and support staff in training and development

- Support staff with team building, conflict resolution, and assist with staff evaluations and feedback
- Help create records and documentation for training, facilitation, and programs
- Participate in and help facilitate staff training at the beginning of and throughout the summer

### **Qualifications**

- Minimum 3 years supervisory experience and leading groups
- Experience working in customer service or a related field
- Comfort with multi-tasking and making decisions in a leadership position
- Experience with problem-solving in a fast-paced working environment
- Ability to be flexible and adaptable

- Strong communication, written, and public speaking skills
- Ability to practice self care and maintain a sense of humor
- Organized and consistent
- Experience working in summer camps or similar outdoor education settings
- Experience with creating schedules, running meetings, and delivering feedback
- Must be First Aid/CPR certified, lifeguard certification preferred but not required

**Physical Aspects of the Job**

- Ability to lift and carry 30-50 pounds
- Visual ability to identify and respond to environmental hazards
- Physical ability to operate basic maintenance and site equipment
- Physical mobility and endurance to respond to emergencies or programs that may require hiking or traveling distances up to 1+ miles on trails or in wilderness areas