

Camp Caspar Gregory, Inc.

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P.O. Box 322
Aurora, N.Y. 13026

JOB DESCRIPTION - ASSISTANT DIRECTOR

Minimum Qualifications:

- At least 21 years old / mature.
- Experience working with children.
- Be physically fit
- Possess leadership ability.
- Be familiar with Camp Gregory history, philosophy and facilities.
- Adhere to the staff guidelines.
- Reside on-site for staff training and all camping sessions.

Responsible to:

Camp Director

General Responsibility:

Assist the Director in all camp-related matters. Supervise campers and staff.

Specific Responsibilities:

- Be knowledgeable about the Camp Gregory philosophy, regulations, and emergency procedures.
- Together with the Camping committee and Director, recruit, select, and train counseling staff prior to the camping season.
- Help implement the camping program as outlined by the Camp Program Committee. Work with the Director to plan each week's activities.
- Organize daily activities and the staff assignments.
- Provide leadership and help develop a feeling of cooperation and support among all staff.
- Help to maintain a high state of morale, safety, and well-being of campers and staff in accordance with the Camp's philosophy and guidelines.
- In cooperation with the Director, know where campers and staff are at all times.
- Serve as Camp Gregory's representative to parents and the general public in a positive way.
- Report daily to the Director re: inventory of materials & supplies, maintenance issues, health code violations & inspections, injuries, discipline matters, supervision/scheduling concerns, or other camp-related business.
- Assume the Director's responsibilities when he/she is not available.
- Complete a written evaluation of all staff and of the camping program for each week of camp to present to the Camp Committee at the end of the camping season.
- Work with the Director to organize, supervise, and assist with end of season clean-up.

Please include a description of relevant course work and a resume with your application