



The mission of DYF is to improve the quality of life for children, teens and families affected by diabetes. The organization provides recreation and education within a supportive community, encouraging personal growth, knowledge and independence.

POSITION DETAILS

Position Title:	Assistant Camp Director
Reports to:	Camp Director
Functional Area:	Leadership Team
Employment Status:	Seasonal, Non-exempt

POSITION PURPOSE

To further the mission of camp through the planning and delivery of administrative activities, staff supervision, and coordination of camp wide events. Assist in the management of the overall camp operation under the direction of the Camp Director.

KEY RESPONSIBILITIES

- Ensure that fun and safe programs are being delivered to campers.
 - Coordinate and plan camp programs with the support of other Management Team members prior to the start of each session.
- Ensure that staff and campers know and follow safety procedures during camp programs.
 - Assist in the planning and delivery of Staff Training.
 - Plan and deliver Program Team Training, alongside the Program Supervisor.
- Assist in the management and care of the physical facilities and equipment.
- Complete administrative duties consistent with camper arrival, departure, and on-site facilitation.
 - Ensure camper paperwork is completed and files are prepared.
 - Assign campers to groups for sessions and support Counselor Supervisors with assigning staff to the appropriate group.
- Support and indirectly supervise members of the Leadership Team, Program Team, Counseling Team, and Kitchen Team.
 - Assist in the supervision of other teams throughout camp by providing support, feedback, and corrective action if necessary, in conjunction with the Camp Director.
- Assist in the facilitation of required pre-camp preparation tasks including interviewing and hiring new staff members.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assist in the planning of any special events.
- Participate as a member of the Leadership Team in running day-to-day camp.
- Provide ongoing support to the Camp Director in conducting the daily operations of camp.
- All staff members are expected to form positive and professional relationships with all of the camp teams including counselors and program team members, kitchen team members, maintenance team members, and healthcare professional volunteers.

EQUIPMENT USED

- The Assistant Camp Director may be asked to use specific equipment while on or off camp. These include but are not limited to:
 - Computers
 - Phones
 - Copy machines
 - Vans
 - General office equipment
 - Diabetes related equipment

STATEMENT REGARDING QUALIFICATIONS

DYF does not expect every applicant to have every skill and qualification listed here, and we are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role might be a good fit if they can demonstrate some or most of the qualifications listed below.

ESSENTIAL QUALIFICATIONS

- Excellent leadership and communication skills with people of all ages and backgrounds.
- Previous experience in a supervisory role.
- Current certification in first aid and infant, child and adult CPR, including AED.
- At least 21 years of age.

DESIRED QUALIFICATIONS

- One year or more on the Leadership Team at a DYF program or similar setting.
- Desire and ability to work outdoors with children in varied conditions.
- Experience working with a budget and making financial decisions that reflect the constraints of the budget.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Ability to communicate and work with groups of varying ages and skill levels while providing necessary instruction to campers, volunteers, and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physical ability to lift at least 50 pounds.
- Endurance for prolonged standing, bending, stooping, walking long distances, hiking, climbing and stretching.
- Hand-eye coordination and manual dexterity to manipulate outdoor equipment and camp activities including insulin administration and blood checking.
- Average range of hearing and eye sight to record, prepare, and communicate appropriate camper activities and programs.
- Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities with daily exposure to sun, heat, and animals such as bugs, snakes, bears, & bats.
- Full vaccination against COVID-19.

COMPENSATION

\$800 per week, with meals and lodging included

STATEMENT REGARDING INCLUSION

DYF believes that all of our stakeholders deserve access to culturally relevant and inclusive programming. We strive towards fostering a culture where our staff are represented and honored for their identities and lived experiences. We recognize that this work is ongoing, and we strongly encourage people from all backgrounds to join us in this process, particularly people with disabilities, people of color, veterans, and LGBTQ+ community members. The person selected for this role must value and advocate for equity and inclusion.

TO APPLY

Visit the DYF website at www.dyf.org to submit an application online. Please direct any questions about this position to info@dyf.org

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

DYF is an equal opportunity employer and does not discriminate against applicants or employees with respect to any terms or conditions of employment on account of race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship, military service status, or any other characteristic protected by state or federal law or local ordinance.