



Job Title: Assistant Summer Camp Director

Department: Program

Reports To: Summer Camp Director

Status: Full Time, Salaried, Exempt

Updated Date: 10/2/2023

Summary:

To assist the Summer Camp Director in oversight of personnel and camper development aspects of the Summer Camp Program offerings. The responsibilities for this role are split between multiple employees, therefore each employee will have different main areas of oversight, but be able to speak into all. Camp Cho-Yeh has a culture that is deeply committed to excellence and team collaboration as we seek to be a place where Jesus Christ transforms lives through meaningful relationships and outdoor adventures.

Essential Job Functions:

The following essential functions will be split between multiple Assistant Directors who are overseen by the Summer Camp Director. Responsibilities will be split based on skills and experience, as well as gender-specific roles.

1. Main Areas of Oversight:
 - Work Crew Program
 - Junior Counselor Program
 - Christian Leadership Training
 - Campsite Supervisors
 - Female Assistant Directors will oversee female supervisors
 - Male Assistant Directors will oversee male supervisors
 - Production Team
2. Philosophical:
 - Assist in camper Bible study planning and preparation
 - Participate in activity and event planning in conjunction with the Program Team
 - Participate in planning for summer camp expansion sites
 - Ensure adherence to all safety standards, especially as it pertains to child protection
3. Team Dynamic:
 - Be a productive member of the Program Team in implementing all summer programs
 - Assist with camper-parent communication
 - Assist with summer camper management
 - Female Assistant Directors will take the lead with female campers
 - Male Assistant Directors will take the lead with male campers
 - Be present and participate in appropriate team meetings, retreats, and events
 - Work with the Cho-Yeh team as needed to meet guest and camper needs
4. Staff:
 - Hire and oversee assigned summer leadership staff including regular one-on-ones and evaluations
 - Female Assistant Directors will take the lead with female staff
 - Male Assistant Directors will take the lead with male staff
 - Hire and oversee the summer camp counseling team
 - Female Assistant Directors will take the lead with female staff
 - Male Assistant Directors will take the lead with male staff
 - Assist in planning and implementation of summer staff training
 - Assist as needed with summer staff recruiting efforts
5. Budget/Logistics:
 - Help to plan, manage, and track assigned Summer Camp Budget lines
 - Maintain summer camp-related meal counts and communicate with the food service team
 - Develop generic summer camp schedules prior to summer, weekly schedules for each program and age group, and group-based activity schedules

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The individual must demonstrate strong personal faith and the ability to share the Gospel of Jesus Christ by being a living example.

- A strong track record of delivering results through high-performance teams coupled with a willingness to commit to a ministry and salary commensurate with a nonprofit.
- Experience working with all levels of staff, with demonstrated ability to establish trust and relationships with others.
- Excellent project management and communications skills with the ability to work across all functions and levels of an organization.
- Proven track record of success participating actively in progressive organizational change and development within a rapidly growing ministry.
- Strategic thinker who thrives in a fast-paced environment and knows how to make wise decisions on the fly; creative problem-solver.
- Highly accountable and results-driven with the ability to set and use goals that guide action and objectively measure performance.
- Strong passion for Camp Cho-Yeh's mission coupled with the ability to identify/integrate into its culture.
- Strong spiritual life and visible devotion to Christ.
- Demonstrated ability to cultivate healthy relationships, maintain strong family ties, and offer gracious hospitality to a wide demographic that includes people of diverse ethnicity, religious affiliation, age, and lifestyles.
- Ability to work/reside in Camp Cho-Yeh's vicinity year-round and occasionally travel for training or networking.

SUPERVISORY RESPONSIBILITIES

Carries out limited supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Bachelor's degree or equivalent from a four-year college or technical school; or related experience and/or training; or equivalent combination of education and experience. Strong experience in camp programming, high organizational skills, and an ability to manage several concurrent projects. Must be able to effectively lead college-age staff while actively a part of the year-round Cho-Yeh team.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

INTERPERSONAL SKILLS

Strong relational and interpersonal skills are essential to this role. Ability to manage personal emotions in conversations with campers, camper parents, and staff, while guiding the discussion to a desirable outcome.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

TIME MANAGEMENT ABILITY

Ability to effectively manage their own time and have great attention to detail. Ability to show initiative and function as a self-starter.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and distance vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This includes shared office space where collaboration and interaction with colleagues are essential. Some tasks may necessitate working outdoors. Remote work options are limited, as this position has an emphasis on the importance of on-site presence for certain key responsibilities.