



Job Description  
[www.bgcbloomington.org](http://www.bgcbloomington.org)  
812.332.5311

### **Title: Assistant Camp Director**

UNIT/LOCATION: Camp Rock

WORKING HOURS/PAY RATE: AmeriCorps Stipend, \$13.54/hour if/when Americorps hours are fulfilled, 45-50 hours/week

VACATION/SICK DAYS: 2.5 unpaid days off

HOLIDAYS: May 27th, June 19th, and July 4th-July 5th, 2024 will be unpaid holidays

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minute lunch break for every 8 hours.

BENEFITS: Outlined in Employee Handbook

DATES: March 4, 2024 - August 7, 2024

#### JOB DESCRIPTION:

Camp Rock is a traditional outdoor summer day camp serving campers ages 6-12 and counselors in training ages 13-17. Camp Rock is an American Camp Association (ACA) accredited camp. Campers enjoy a variety of specialized outdoor activities including archery, lakefront swimming and boating, sports & games, arts & crafts, fishing and outdoor living skills. Campers also take weekly field trips to destinations up to 2hrs away.

The Assistant Camp Director works jointly with the Camp Director in the training, supervision, guidance and leadership of program directors and unit staff with regard to the camp program. Works in tandem with the Camp Director in the areas of staff supervision, mediation and conflict resolution, risk management and crisis response, implementation of an existing day camp program, communication to campers, staff and parents/guardians, and ensuring the safety and quality of the camp community at all times. Duties revolve around maintaining a strong staff team capable of implementing a high-quality camp program for 90+ campers each week.

Reports to Camp Director.

QUALIFICATIONS: *(Statements regarding minimum educational and experience qualifications, required proficiencies with specialized knowledge, computer proficiencies, required certifications, etc.)*

1. Minimum age 21.
2. High school diploma required, some college preferred.
3. Camp Rock counselors are dynamic individuals who enjoy the outdoors and have a strong desire to share that enthusiasm with youth from a variety of backgrounds.
4. Mature, confident, self-starting personality a must! Solid judgment and leadership skills required.
5. Youth work or camp experience required.

ESSENTIAL JOB FUNCTIONS: *(List of material responsibilities and essential duties which must be completed in achieving the objectives of the position.)*

1. The Assistant Camp Director works jointly with the Camp Director in the training, supervision, guidance and leadership of program directors and unit staff with regard to camp program.
2. Works in tandem with the Camp Director in the areas of staff supervision, mediation and conflict resolution, risk management and crisis response, implementation of an existing day camp program, communication to campers, staff and parents/guardians, and ensuring the safety and quality of the camp community at all times.
3. Duties revolve around maintaining a strong staff team capable of implementing a high-quality camp program for 90+ campers each week.
4. Will also serve as a lifeguard when needed;
5. Will serve as primary Camp Leader in any absence of the Camp Director

**WORK REQUIREMENTS:** *(Work requirements for mental, physical, or other important issues which relate to the job.)*

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.
6. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
7. Ability to work in a professional environment and positively represent organization under various levels of stress.
8. Ability to work on multiple projects and prioritize effectively.
9. Visual acuity for accurate reading, typing, filing and use of computer screen.
10. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
11. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
12. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
13. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
14. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

**To Apply:**

Submit Resume and Cover Letter to:  
 rdobias@bgcbloomington.org  
 Rachel Dobias, Camp Director

