

FAMILY YMCA OF MARION AND POLK COUNTIES  
JOB DESCRIPTION  
YMCA CAMP SILVER CREEK



JOB TITLE: Assistant Director  
REPORTS TO: Camp Director  
FLSA TYPE: Full Time; Seasonal; Exempt  
DEPARTMENT: Camping

**GENERAL FUNCTION**

The Assistant Director is responsible for the placement of staff and campers into units and supervision of program area and unit directors.

**ENTRY REQUIREMENTS AND TRAINING**

- Age 21 or over by June 1 preferred.
- Two years of college or equivalent in camping experience.
- Prior leadership with groups of children at camps, youth groups, community groups.
- Supervisory experience, especially with one's peers, preferred.
- Posses desire and ability for working with children.
- Ability to understand the needs of campers and place campers' needs and camp's needs ahead of personal needs.
- Ability to relate effectively to one's peers, supervisors, and children effectively.
- Find enjoyment in outdoor living and have an appreciation and understanding of the natural environment.
- Possess flexibility, maturity, and the ability to work with a minimum of supervision.
- Good character and ability to act as a role model for youth.
- Current First Aid & CPR Certification.

**PRINCIPAL ACTIVITIES**

- Manage camper registration including paperwork, placement of campers in units and other schedules.
- Supervise staff during camp programs. Provides ongoing coaching, feedback, and support to staff.
- Supervises Unit Directors, Waterfront Director, Outpost Director and Arts & Crafts Director
- Organizes staff, campers, and supplies for overnights.
- Communicate with the Camp Director on a daily basis about the needs of staff and campers and work to seek solutions to improve camp and camp programming.
- Serve as a good role model for camp behavior for staff and campers.
- Assume responsibility for the health, welfare, and safety of campers under their supervision.
- Provide coverage for cabin groups as needed.
- Rotates on-duty evenings with other Directors.

**WORKING CONDITIONS**

- Physically able to accompany campers to and participate in all camp activities.
- Able to communicate verbally with campers and to provide instructions.
- Possess visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Able to observe camper behavior, respond to health and safety concerns and deal appropriately with camper behavior.
- Able to work long hours including nights and weekends.
- Able to work outdoors in varying weather conditions (rain, heat, etc) and live in a rustic outdoor setting.
- Able to follow all camp rules and YMCA policies and procedures as outlined in the Staff Handbook.
- May work at another camp location as needed.

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This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_