

Setebaid Services,[®] Inc.
ASSISTANT CAMP DIRECTOR

Job Description
(Seasonal Volunteer Position)

PURPOSE AND GENERAL JOB SUMMARY

The Assistant Camp Director assists in the planning and directing of the operation of one of the organization's youth programs, a camp for children and/or teens with diabetes, including a counselor-in-training program. The Assistant Camp Director works to ensure the health and safety of campers, and to ensure the provision of an enjoyable experience for campers, always working within the policies and budget set by Setebaid Services,[®] Inc.'s Board of Directors. This position is an at-will, volunteer, seasonal (temporary) position.

QUALIFICATIONS

- At least 23 years of age.
- Bachelor's Degree or Equivalent
- Experience with children with diabetes.
- Interest, knowledge, and skill in camp programming.
- Initiative, resourcefulness, and creativity in planning programs.
- Expertise in at least one major program area and ability to supervise staff in that area.
- Experience as a counselor.
- Ability to work cooperatively as a team member.

RESPONSIBLE TO Camp Director

RESPONSIBILITIES

1. Participate in and plan for pre-camp training.
2. Comply with the personnel policies for camp staff.
3. Implement goals and program objectives set by the Camp Director.
4. Participate in and provide leadership for the general camp program.
5. Work cooperatively with other staff members.
6. Ensure the health and safety of all campers.
7. Participate in the opening and closing of camp.
8. Serve as acting Camp Director when the Camp Director is absent.
9. Offer emotional support and guidance to the counselors.
10. Supervise program staff as assigned by the Camp Director, working closely with the Program Director.
11. Relay any problems to the Camp Director.
12. Assist the Program Director and other Program Counselors in developing program areas, evening activities, and special events.
13. Maintain necessary records and complete requested forms and reports.

14. Arrange for all camp housekeeping duties.
15. Assist with assemblies.
16. Serve, in an emergency, as cabin personnel.
17. Assist the Camp Director in planning and conducting staff meetings.
18. Participate in year-round planning for the camp session; attend camp planning committee meetings.

JOB SPECIFICATIONS:

A. Physical Demands:

1. Good Physical and mental health, neat, clean, and well groomed.
2. Constant standing, sitting, and walking during working hours.
3. Turning, stooping, bending, climbing, stretching, and lifting up to 75 Lbs.
4. Finger and hand dexterity necessary to use office and program equipment.
5. Visual, speech, and auditory acuity required to conduct office activities.

B. Special Requirements:

1. Possession of current driver's license to operate a motor vehicle in the Commonwealth of Pennsylvania.
2. Must have reliable transportation to and from camp, and to Committee meetings.
3. Ability to work on a Personal Computer and the ability to learn new programs as required.
4. Available during the camp program 24 hours per day and as necessary for Committee Meetings, and making presentations to the community.

C. Environmental Conditions:

1. Work will be conducted from the camp site. Much of the work will be conducted outside in environments that are not climate controlled; some work will be in the outdoors where it may be cold, or extremely hot. It may be damp or dry, depending on the season.
2. Travel will be necessary to make presentations, to attend conferences, to the program site, to the Committee meetings and other places as necessary. Outside travel may be in extreme temperature ranges from hot to cold, and/or high or low humidity, rain, snow, ice and fog.