



## **EBC Summer Enrichment Camp Job Description**

### **Assistant Program Director**

**Job Title:** Assistant Program Director  
**Department:** EBC Summer Enrichment Camp  
**Position:** Seasonal  
**Report To:** Executive Director  
**Prepared By:** Personnel Department  
**Prepared Date:** 3/14/2020  
**Approved By:** Pastor Preston Thompson Jr., Executive Director

**Responsibilities:** The Assistant Program Director is responsible for assisting with staff training, the supervision of campers and supporting the Program Director. To provide leadership for the camp's program activities, while creating a positive environment to ensure camper and summer staff satisfaction.

- Oversee the organization and execution of summer camp activities and programs.
- Determine Staffing requirements
- Prepare and supervise pre-camp and in-service training.
- Train new staff
- Supervise all staff in the absence of the Program Director
- Function in the capacity of a Senior Counselor (see Senior Counselor Job Description)
- Provide personal guidance to campers, counselors by leading by example, leadership and compassion.
- Be involved with all camp activities and meetings
- Be able to answer all relevant camp questions as directed
- Maintain positive relationships with parents making an effort to communicate with them multiple times during the week.
- Responsible for weekly summer staff agendas and assignments of specific responsibilities.
- Responsible for class schedules for daily activities and assignments.
- Coordinate meals with Nutritionist
- Accountable for the proper supervision of summer staff to ensure quality of program is maintained.
- Supervise summer staff to ensure camper health and safety at all times.
- Manage the process of evaluations for all summer programs.

- Work with Director to Monitor and assure Camp compliance with all local, state, federal regulations and policies.
- Notify Director and Trustees of non-compliance and recommendations.
- Establish and maintain safety procedures as they pertain to the complete supervision of all campers, summer staff & volunteers including background checks and paperwork.
- Work with Director to define and maintain crisis management plan, including but not limited to, emergency procedures.
- Perform other duties as assigned or as needed

**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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Bachelor's or Master's degree preferably in education; equivalent combination of education and experience of at least 1 year. Should have 1 year of administrative experience, 9 months experience in a youth program or 1 year of administrative experience and 1 year of teaching with a teacher's certification. Preferred background in education, physical education or outdoor leadership experience. Proof of State and Federal background clearance; Red Cross Advanced CPR certified or equivalent; Red Cross Advanced First Aid certified or equivalent; drivers license; strong collaboration, coordination, problem-solving, and organizational skills; and the ability to work effectively with staff, students, parents and community members.

**Language Skills:** Excellent communication skills (verbal, non-verbal and written)

**Physical Demands:** While performing the duties of this job, the employee must have the ability to:

- Lift up to 40 lbs.
- Work with children on floor
- Work outdoors in any variety of weather patterns
- Repetitive bending, stretching, and stooping
- Climb up and down stairs
- Have mobility to ensure the safety of children

**Work Environment:** The work environment characteristics described here are representative of those an employee encounter while performing the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Work Hours:** 40 hours

### **Comments**

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee

occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor. Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

By signing below, I acknowledge that I have read the above job description. I also acknowledge that it is my responsibility to carry out the above duties.

Approved by Employee \_\_\_\_\_ Date \_\_\_\_\_

Approved by Supervisor \_\_\_\_\_ Date \_\_\_\_\_