



### **Assistant Camp Director: Senior level administrative seasonal staff**

**Minimum qualifications:** 25 years old with enthusiasm for camp and youth, clear and honest communication skills, clean driving record, ability to supervise, BA Degree or significant camp experience preferred.

- Weekly salary range: \$700 – \$800 (DOE)
- Possible housing
- Commitment: Mid-May (depending on availability) through end of August.

### **Assistant Director responsibilities include (but are not limited to):**

- Assist in designing and leading staff training;
- Assist camp director in maintaining compliance with all Maine State Licensing and ACA accreditation standards;
- Supervise and support all Unit Head Counselors, as well as group counselors
- Coach a variety of ages (16 – 25 and beyond) and levels of experience, identifying/ assisting with in-service trainings, bi-weekly check-ins and formal staff evaluations;
- Communicate with parents and administration
- Assist in conducting staff meetings, and communicate staff needs and areas for improvement;
- Work with the administrative team to plan and conduct the Counselor-In-Training (CIT) program;
- Create, maintain, and track weekly staff responsibility schedules (morning and afternoon jobs)
- Maintain positive professional relationships with all summer staff;
- Work with Staff Activities Coordinator to ensure staff events, activities, and other efforts are designed to keep morale high;
- Be a presence at activities and functions occurring outside of the regular camp (Bar Harbor 4<sup>th</sup> of July Parade, Staff Morale Events)
- Work as a member of the Administrative Team to maintain the quality of all camper (ages 5 – 15) experiences.

**Considerations:** Applicants should realize that the job of a camp counselor is challenging, demanding, and requires a great deal of patience and understanding. Personal lifestyle sacrifices will have to be made including disconnecting from daily use of digital technology during the camp day. Sensitive and dynamic leadership is necessary to provide youngsters the opportunity to grow, learn to positively relate to others, establish life-long values, and increase their appreciation of the natural world. All staff must adhere to the health and safety laws set forth by the State of Maine Dept of Human Services Youth Camps Division, and standards for accreditation with the American Camping Association. Possible Housing.

For more information or job application, visit [www.campbeechcliff.org](http://www.campbeechcliff.org) or contact [matt@campbeechcliff.org](mailto:matt@campbeechcliff.org). (ACA accredited Camp)