



Day Camp Assistant Director Position Description

Position Title: Day Camp – Assistant Director
Department: Youth and Camp
Classification: Temporary, Non-Exempt
Supervisor: Day Camp Director
Salary: \$20.50 per hour

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities or requirements of this position. Employees are expected to perform other functions as assigned or requested to further support the organization's mission.

Position Summary

Temple Akiba's Day Camp's Assistant Director assists the Director with day-to-day duties as well as offer support to the CIT Supervisor, Unit Heads and counselors. The Assistant Director will help create all camp programming and make sure the staff has all they need in order to be successful. The Assistant director will also have an active role in training staff for the summer. The Assistant Director reports directly to Temple Akiba's Day Camp Director.

Essential Position Responsibilities

- Create a warm and welcoming, safe and secure camp atmosphere and environment
- Supervises staff and ensures safety, development, growth, skill achievement, and general well-being
- Develop, plans, leads, and implements age and content appropriate camp and group programs and oversees and guides counselors in the creation and implementation of their own programs
- Ensures the health & hygiene of themselves, the Counselors in their unit, and their campers, and the cleanliness of all camp facilities.
- Is knowledgeable of, enforces, and follows all safety guidelines and emergency procedures as well as knowing whereabouts of counselors and campers at all times.
- Consistent, honest, respectful communication with counselors, Unit Heads, other leadership and the Day Camp Director
- Serve as a positive role model
- Attend all meetings and trainings prior to and at camp as assigned and leads meetings as assigned
- Maintain the highest quality of courtesy, friendliness and service toward campers, visitors and other staff
- Understand and support Temple Akiba's and the Day Camp's mission, vision, and values
- Work effectively with all staff members
- Additional responsibilities may be assigned

Skills

- Ability to supervise counselors
- Knowledge of child development
- Knowledge of Jewish history, traditions and culture
- Ability to plan and lead programs
- Ability to communicate effectively



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Education, Experience and Requirements

- Completed Sexual Harassment Prevention Training
- Completed Mandated Reporter Training
- Complete Background Check and Fingerprinting
- CPR/First Aid/AED Certified
- Attend all staff meetings as assigned

Supervisory Responsibilities

Responsibilities include training, planning, assigning and directing work flow; goal setting, appraising performance; addressing complaints and resolving problems. Responsibilities are to be carried out in accordance with Temple Akiba's policies and applicable laws.

Physical Demands

While performing the duties of this job, the Day Camp Unit Head is regularly required to sit, stand, use hands to finger, handle or feel objects or controls, reach with hands and arms, and talk or hear. This person is required to move about the entire camp facilities and grounds, throw, catch, bend, squat, and kick amongst other related movement. It is also necessary to and lift and carry up to 50 lbs.

Work Environment

Day Camp and responsibilities will occur at an offsite park, pool, and field trip locations that are not owned or under the control of Temple Akiba. In addition, Day Camp utilizes indoor and outdoor spaces of Temple Akiba. The environment consists of indoor facilities, field trip locations, and outdoor play areas and pools.

Acknowledgement:

I have read and received the Day Camp Unit Head position description. I understand that this description is a summary of responsibilities and is not intended to be an all-inclusive list. My position may include additional responsibilities as required. My signature below indicates receipt of this document and does not alter the at-will employment relationship in any way. If I have any questions about my position description or about my position I may contact my supervisor.

Employee Signature

Date

Employee Name Printed