



**Job Title:** Assistant Director/Support Specialist

### **Position Summary**

The Assistant Director/Support Specialist is responsible for the direct care and supervision of all campers and Team Members in the camp program. The hours are typically the following: 7:30am-4:30pm, Monday-Friday. Start and end times may vary depending on the location and camp. The Assistant Director/Support Specialist at works five (5) consecutive weeks from late June through late July/early August.

This position will require the Assistant Director/Support Specialist (in support of the Camp Director) to supervise campers, implement the ESF curriculum, promote camp activities and provide a safe and fun learning environment while serving as a positive role model for campers and Team Members (staff).

### **Essential Job Responsibilities**

- Assist and support the Camp Director in camp operation and attend all ESF events/trainings
- Provide group supervision of campers and counselors with attention to behavior and group management, safety, security and skill development.
- Inform site director of any concerns regarding the health and safety of the campers.
- In order to provide the appropriate ratio, the site director must approve any non-contracted requests for time off, schedule changes, or alterations to the schedule.
- Implement ESF curriculum; bring lesson plans to life for campers through participation, support and guidance.
- Encourage creativity and critical thinking and organize daily lesson plans in a fun and creative manner. Use effective classroom management skills to lead the activity and effectively create an inclusive, fun environment. Motivate campers by creating fun for them in your activity (i.e. songs, games, cheers, etc.). Provide choice and maintain flexibility within the boundaries of the program.
- Monitor the program, supervision and administration of all activities and assemblies
- Conduct meetings with Team and coordinate their daily schedules as well as help Director conduct mid and end of summer Team Member evaluations
- Complete assigned paperwork
- Serve as a positive role model to campers
- Outstanding communication skills which include the ability to use clear, concise and grammatically correct written and oral language in all aspects of professional interaction with campers, their families, peers, leadership team and the larger community
- Push/pull, lift and carry a minimum of thirty-five (35) pounds across campus
- Work outside, upright and mobile for six (6) to eight (8) hours per day
- Other responsibilities as assigned

### **Requirements**

- Bachelor degree required. Education field preferred.
- Prior classroom teaching/field work experience or two (2) years of ESF experience is required.
- Staff supervision experience
- Previous experience working with children in a camp setting is also preferred.
- Previous experience working with inner-city youth and families preferred
- Performance management and facilitation experience is preferred
- 1-3 years administrative/leadership experience is required
- It is understood you will complete all trainings and pre-employment credentials required by ESF and the state you are working in.



**Other Requirements/Competencies for Success:**

- Understand and support the mission of the organization
- Commit to the growth and development of youth
- Always have a positive, can-do attitude
- Demonstrate excellent judgment; identify problems and work quickly to find solutions
- Desire to make a difference in the life of a child
- Attendance and punctuality
- Demonstrate the ESF Virtues of Character (Gratitude, Respect, Trustworthiness, Effort, Kindness, Positivity, Resilience, Community) in camp on a daily basis
- Follow the ESF Code and maintain the ESF Look at all times
- Exhibit ESF Core Values at all times and to adhere to all company policies

**Reporting Relationships**

- Reports directly to and takes direction from the Camp Director and Site Director.