



Assistant Director

Standard Operating Procedure

Morning

Clock-in at the Camp Office

- Prepare camp materials to be ready for the day
- Review any special needs, allergies or medical conditions of campers
- Meet with Site Director(s) and Leadership Team, to discuss schedule changes, announcements and need-to-know items
- Check-in with camp office to gather any messages
- In support of the Director, meet with staff in your morning briefing area to discuss schedule changes and announcements specific to your camp

Drop-off (Camper Arrival)

- Greet campers and support your staff in their morning meeting area with supervision and helping campers get to their correct group
- Create a fun and welcoming environment
- Be available to answer any questions from parents/guardians
- Ensure all paperwork is complete, let office know if parents/guardians need to be called for missing items and collect attendance rosters to be handed into the Camp Office
- Check-in with Team Members regarding programming, camper behavior, etc.

Morning Assembly

- Coordinate and execute morning assembly in morning meeting area, encouraging all campers and Team Members to participate

Daily Schedule

Camp Operations

- Rotate around campus to check-in with your groups and ensure camp is running properly
- Ensure all safety protocols are being implemented and daily/weekly safety checks are being completed
- Ensure all paperwork is completed throughout the day
- Execute special events as per the curriculum and camp calendar
- Ensure supplies and other camp materials are provided and readily available for Instructors
- Be involved in camp activities

Camper Care

- Confirm absent campers before the office staff call home
- Assist with arrival of late campers
- Be fun and make a positive impact on your campers
- Make sure all campers are engaged in activities

- Monitor groups during their lunch time; assist Team Members with getting camper's food, cleaning their areas and supervising LT tables
- Make sure each camper eats their lunch every day, call parent/guardian if a camper does not eat
- Check in with the Camp Office for any parent/guardian messages
- Assist Team Members as needed with behavior management strategies
- Communicate with parents/guardians regarding any issues that may arise

Team Member Management

- Ensure Team Members are properly performing all job responsibilities
- Make sure Team Members are engaged in all activities
- Check-in with Team Members regarding any issues with campers
- Assist your Team Members whenever needed with supervision of their groups
- Manage call-outs and track Team Member attendance
- Make yourself available to your Team Members
- Conduct conversations with Team Members to provide support and opportunities for upskilling
- Find opportunities to catch Team Members doing something great and provide positive feedback

Afternoon

Pick-up (Camper Dismissal)

- Assistant Directors assigned to carline assist by checking parent identification, walking campers from their groups, and bringing them to their cars
- Assistant Directors *not* assisting in carline supervise their staff and campers
- Be available to answer any questions from parents/guardians
- Make sure your dismissal area is clean before Club OT is announced
- Assist as needed with the Club OT transition. Make sure staff and campers are where they need to be and all supplies and materials are accounted for

End of Camp Day

- Follow-up with Team Members regarding any issues from the day
- Meet with Site Director(s) and Leadership Team to discuss events of the day as well as staff and camper behaviors
- Conduct campus walkthrough to ensure everything is in proper order
- Follow up on calls or other communications with parents/guardians
- Plan and setup for the next day

General Responsibilities

- Work in conjunction with the Director
- Set positive and energetic tone for each day
- Monitor camp calendar and plan ahead for events
- In support of Director, Conduct mid-summer and end-of-summer Team Member evaluations
- Help to maintain general cleanliness and order of the campus
- Coordinate with the rest of the Leadership Team on shared spaces and schedules
- Help with additional duties that may be assigned by the Site Directors(s)
- Have fun!