

## SummerKids Day Camp Assistant Director

### **Job Overview:**

The assistant director will act as support for counselors and instructors while they carry out our camp activities based on Camp Fire National curricula and local creativity. The assistant director will also write curricula, organize counselor meetings, serve as site supervisor, and perform other administrative tasks. The assistant director will work alongside the director, activities coordinator, instructors and counselors. We strive to create an environment where each camper and staff member has a sense of belonging, opportunities to share passions, and a place to thrive.

### **Qualification:**

The assistant director should be safety minded, have leadership and mentorship experience, as well as ability to help campers align their behaviours and be successful at camp. First Aid and CPR certifications are required by the start of summer programs. There will be an opportunity to take this course with other Camp Fire staff prior to the start of all staff training. A four year degree, or equivalent experience in a camp or education environment is favorable. Camp Fire recognizes the value of skills and knowledge gained outside of formal higher education, and paid employment. Applicants who do not meet the minimum qualification, but present other qualifications or experience equivalent to those required will be considered and are encouraged to apply.

### **Timeline:**

This is a seasonal full time 35 hour a week position. Hours vary depending upon program needs. Program hours are from 7:30am - 5:30pm.

Start date will be during the last two weeks of May on a part time basis. The exact date will be based on mutual agreement between the director, assistant director and activities coordinator.

Week of June 11th: Camp preparations and staff training

June 18th - August 17th: SummerKids Camp Sessions

Week of August 20th and 27th: Possible camp closing details

### **Benefits:**

By joining our team you are joining a community of passionate educators who work hard to make a positive impact on the community and provide opportunities for local youth. If you have kids, they can come to camp for free!

During the summer you can expand your resume and gain valuable experience in:

Supervision	Leadership	Group management
Teaching	Communication	Planning and organizing
Mentorship	Activity preparation	And much more

Camp Fire is a fully inclusive organization providing opportunities for individuals of all backgrounds to learn and grow. We offer a robust scholarship program to make our programs accessible to all youth and have no religious affiliation. Learn more about Camp Fire Central Oregon at [campfireco.org](http://campfireco.org).

Compensation will range from \$13.00-14.00 per hour.

To apply, please email your resume, cover letter, and two references to [jobs@campfireco.org](mailto:jobs@campfireco.org) with subject line "SummerKids Assistant Director 2018 [Your last name]".

Camp Fire will respond to each application we receive and will begin reviewing applications on February 26th on a rolling basis.