



# Overnight Assistant Director

## Job Description

**Main Objective:** To support Montlure's mission by leading staff, volunteers, campers, and their parents with the love of Christ and a passion to share God's love. To assist, organize, and lead Montlure's overnight programs alongside the Camp Director in a way that they are successful and meet Montlure's program goals. To supervise and direct staff and volunteers ensuring job performance and duties are being met. To familiarize the responsibilities of the Camp Director's role in order to develop leadership skills within camping ministry.

**Responsible To:** Montlure Camp Director; Accountable to the council of the Montlure Camp

### Roles and Responsibilities

- Welcome all campers, staff, and volunteers each day of the week and create a Christian Community to live in that creates lasting relationships
- Support the Director as various needs arise during camp and during "off" times
- Supervise and coordinate with the weekly recreation staff in order to ensure continuity
- Supervise and support Back-up staff
- Supervise and support Counseling Staff
- Assist in supervising and supporting all volunteers
- Help to assure all Montlure's procedures, protocols, camp schedule, and program run accordingly
- Be an extra adult in emergency situations (for example, riding with nurse/camper to urgent care)
- Assist admin preparation for each week such as assigning cabins, scanning medical forms, camper mail/emails, social media communication, input evaluation data, address postcards, etc.
- Oversee Camp Store inventory, camp store budget, and run store during camp weeks
- Oversee, organize and manage inventory and supplies
- Be willing to step in for staff members in any role as situations arise
- If needed, make trips into town for mail, additional kitchen items, etc. (mileage reimbursed)
- Assist with capturing photos and uploading as needed
- Assist Camp Director with some pre-camp planning
- Evaluate program each week and make adjustments for following camp week's as needed
- Attend Staff Training, and assist with planning and leading segments as needed
- Follow all Montlure policies and ACA standards (with training)

### Qualifications

- Have a relationship with Jesus Christ and a passion for sharing God's love through all that you do
- Ability to work long hours in an outdoor setting, including standing and/or sitting for long periods of time, moving supplies and equipment across camp, and occasionally working in the heat
- Ability to stay focused and work non-traditional hours to make certain the job is well done
- Ability to speak in front of groups/crowds
- Have high energy, loving kindness, and patience at all times with campers and staff/volunteers
- Ability to lead, supervise, and hold summer staff accountable according to camp expectations and policies
- Have leadership experience working with kids/youth including managing and redirecting challenging behaviors
- Be a team player, often helping with activities (leading or supervising), or filling in for other staff as needed
- Ability to create a welcoming and open environment
- Hard work ethic, with the ability to stay positive and patient when tired or tested
- Flexibility and adaptability to a fluid program that can change for various daily needs
- Ability to problem solve and find creative solutions to challenges that may arise
- Completion of training requirements, submission of criminal background check, and hold First Aid and CPR certification prior to first day of camp
- Personal vehicle available to run errands in town if necessary (mileage will be reimbursed)
- Must be at least 22 years of age with prior camp experience

## Pay Rate & Benefits

We strive to offer equitable and competitive salaries for employees while also recognizing working at camp is a non-traditional employment opportunity.

- Assistant Director will be paid \$250 for work done prior to camp
- Assistant Director will be paid \$350 for Staff Training
- Assistant Director will be paid at a weekly camp rate at \$425-\$500 depending on experience
- All meals are provided for the duration of camp (time off not included)
- All housing is provided for duration of camp (time off included)

## Living Arrangements

- During Overnight Camp, the Assistant Director will stay in the Director's cabin, or other area where they will have additional space for work related duties.
- During weeks when we only have Traveling Day Camp, the Assistant Director may elect to stay on site with staff, or provide their own arrangements.

## Travel Arrangements

- Assistant Director is responsible for their own travel arrangements to Staff Training, and home from camp.
- Montlure will reimburse for mileage for driving errands during camp or for any other camp related duties

## Time off Expectations

- The Assistant Director will have at least 24 hours off in between camp weeks
- The Assistant Director will have a half day off mid-week (ability to leave site if desired)
- The Assistant Director will enforce lights at at 11pm on camp nights and be ready at 6:45am each morning of camp
- The Assistant Director is on-call and on duty as needed during the night
- The Assistant Director is expected to make sure all closing camp duties are completed each week before time off begins, (including the last day of the season after summer staff depart).
- The Assistant Director is expected to have all administrative tasks completed for the prior week before the start of the new camp week, monitoring their own time to ensure completion.
- The Assistant Director is expected to report for duty several hours prior to summer staff start time each week in order to prepare and complete tasks for upcoming week. (To be worked out with Camp Director each week.
- While the Assistant Director has time off and away from camp duties, the Assistant Director is expected to continue to lead by example with their behavior and activities during time off.