



Associate Director Job Description

Overview of the Position

Associate Directors are responsible for supervising Camper groups and Group Staff, including Group Leaders, Counselors, and Jr. Counselors. They manage Camper arrival and dismissal, attendance, Family communications, and overall health and wellness on campus. while assisting the Campus Director in group Staff training, management, and evaluations.

Pre-Season General Responsibilities

- Proficient in Camps 'R' Us Policies and Procedures
- Knowledge of the job requirements and responsibilities of all Campus Staff
- Open Houses
 - Share monthly availability with Campus Director
 - Assist at all open houses throughout the pre-season
 - Familiarize yourself with all camp programming and events
- Attend and participate in all pre-season leadership meetings
- Assist in recruiting new Staff and promoting retention among veteran Staff
- Assist with conducting Group Staff interviews
- BIG Training and Orientation Program (BIGTOP)
 - Attend all required training and orientations programs
 - Facilitate training sessions as assigned
- Campus Orientation Program and Setup
 - Be present and assist with orienting Group Staff
 - Assist with performing inventory and reporting issues to Campus Director
 - Assist with camp set up, decoration, and readiness for opening day

In Season General Responsibilities

- Arrive on campus by 8:15 AM (available by phone/text 7:15 AM to 6 PM)
- Supervise arrival of Campers and Staff inside the campus
- Morning meeting with Group Staff at 8:30 AM
- Supervise and record Camper attendance. Call home for any undocumented absentees, and record notes in CampMinder
- Monitor Camper and Staff experience, safety, health, and wellness throughout the day.
- Review and facilitate campus schedules to ensure groups are transitioning efficiently between activities
- Monitor all Camper lunch periods
- Facilitate and organize groups and Group Staff for trips
- Troubleshoot and resolve issues with Camper groups and with Group Staff
- Health Designee; ensure logs, treatments, medicine distributions and follow-up calls are occurring as intended. Review the medical log each day for injury and illness trends and to verify follow up with Families
- Supervise distribution of snacks
- Supervise dismissal of Campers, and ensure timely departure of Campers
- Evaluate and follow up with Group Staff

Immediate Supervisor

Campus Director

Associate Director Eligibility

Associate Directors should have at least 5 years of camp experience, and preference is given to ascending Camps 'R' Us Senior Staff. Additional professional experience will be considered when specific eligibility requirements within the camp experience are not met.

Technical Requirements of the Job

The Associate Director must be proficient in the following software applications:

- CampMinder
- CampInTouch
- Companion
- Google Cloud
- Workplace by Meta
- Workplace Chat

Health Certification Requirements

Associate Directors are required to be certified in American Red Cross Responding to Emergencies First Aid, CPR/AED for Professional Rescuers, and Anaphylaxis response in addition to American Red Cross Pool Activity Leader.

Compensation

The salary for a first year Associate Director is \$6,536.00 for the 2023 camp season.

Associate Directors qualify for overtime pay when covering the Senior Staff position during morning and afternoon extended hours, paid at the rate of 1.5 times the normal hourly rate per extended hours session.

Additional Benefits

Children of Associate Directors may attend Camps 'R' Us free of charge.

All Camps 'R' Us approved professional development conferences, certifications, workshops and meetings will be paid for by Camps 'R' Us.

Additional per diem pay is available for Associate Directors who assist with Open Houses, preseason camp events, and training programs. Specific per diem amounts and pay information will be discussed as needed with Camp Administration.