



## POSITION DESCRIPTION - ASSISTANT DIRECTOR

**Position:** Assistant Director

**Reports to:** Program Director

### **Compensation and Benefits:**

The Assistant Director will be compensated at a flat rate for the duration of employment, at \$165 per day. The Assistant Director, along with all seasonal employees, will receive lodging and meals on site throughout the summer program. As a seasonal employee, the Assistant Director will not receive medical or retirement benefits.

The Assistant Director will be provided with personal growth and professional development opportunities throughout employment.

**Overview:** The Assistant Director assists with execution of Hills to Climb summer programming, in collaboration with the Program Director. The Assistant Director assists the Program in mentorship and management of seasonal summer staff as well as ensuring the summer program runs smoothly. The Assistant Director is a seasonal, exempt position.

### **MAJOR DUTIES AND RESPONSIBILITIES**

The Assistant Director is responsible for assisting the Program Director in management of the Hills to Climb summer camp programming. Responsibilities include, but are not limited to:

#### Staffing & Management:

- Assist in guidance and leadership of the summer seasonal staff.
- Assist in onboarding and training of summer seasonal staff.

#### Mentorship:

- Mentor seasonal summer staff and campers, as appropriate.
- Resolve conflicts and/or disputes between parties in a professional manner.
- Provide leadership to all staff and participants, including setting a good example in character, decision making and demeanor.
- Lead and manage the Mentor-in-Training (MIT) program including direct supervision of MITs, assigning tasks, and organization of enriching experiences.

#### Programming:

- Assist the Program Director in execution of the summer program curriculum, taking the lead on projects or activities assigned by the Program Director.
- Provide insight to the Program Director regarding participant interaction and feedback concerning the planned activities.
- Offer suggestions for changes to program curriculum, when appropriate.
- Provide an enriching, inspiring and meaningful experience to all campers, staff and partners.



Partnership & Collaboration:

- Work closely with partners and collaborators to provide a high-quality summer camp experience.

Finances:

- Assist the Program Director in providing the summer camp experience within the proposed budget.
- Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Must conduct themselves in a manner of highest professionalism.
- Must be open minded and culturally competent.
- Ability to exercise good judgment and self-control.
- Ability to effectively interact and communicate with camp staff, campers ages 11-18, and volunteers.
- Must demonstrate enthusiasm, trustworthiness, personal integrity and honesty.
- Must be able to work in a fast paced, hands-on environment.
- Must be self-disciplined and organized to work independently and with limited supervision.
- Must have a passion for youth mentorship, forming relationships and teamwork.
- Must possess a welcoming and charismatic personality.

**QUALIFICATIONS**

- Previous experience working in a summer camp setting is preferred.
- Experience in developing and mentoring youth programming or in mental health services.
- Must have a willingness to try outdoor recreation activities.
- Must be available for the entirety of the Hills to Climb summer experience, which includes several weeks in the month of July and August.
- Must complete required training and certifications prior to the start of camp.
- Ability to successfully pass a background check and other pre-employment screening.

**PHYSICAL REQUIREMENTS include but are not limited to:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to lift & carry items up to 15 lbs.
- Able to sit at a desk comfortably for extended periods of time.
- Able to hear and speak to camp staff and campers.
- Able to see and read on computer screen and paper.
- Able to use hands and fingers to operate medical equipment, perform tests, etc.
- Ability to work in a constant state of alertness and safe manner.

**EMPLOYEE ACKNOWLEDGMENT**

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Print

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Signed

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Date