



# Assistant Camp Director of Programs

Double H Ranch 2019-2020

**Job Title:** Assistant Camp Director; Programs

**Location:** Lake Luzerne, NY

**Job Class:** Full Time

**Reports to:** Camp Director

**Team:** Operations Team

**Salary:** \$45,000-48,000 plus benefits

## Assistant Camp Director

Double H Ranch is currently seeking to hire a year-round full time Assistant Camp Director. The Assistant Camp Director will work directly with the Camp Director and the year round team to provide programming for our summer, winter and family based programs. The Assistant Camp Director will supervise program staff during our summer program and will assist with recruitment and interviewing of seasonal staff throughout the year. This position requires that the Assistant Camp Director lives at camp for the months of June, July and August and during family-based programs.

## Team Overview

The Operations team is responsible for implementing all programs that impact campers and families. The main goals for the Operations team are to provide engaging, safe and intentional programs for our campers, families, volunteers and staff members. As a team they are focused on teamwork, creative ideas and always asking "how does this impact the kids".

## Why work at Double H?

"Working at Double H has allowed me to a make difference in the lives of others, presented me with new challenges and provided me a with a great support system in my coworkers" – Julia K.

## How to Apply

Interested applicants should submit a resume and cover letter to :

Lisa Boucher, HR Director

[lboucher@doublehcamp.org](mailto:lboucher@doublehcamp.org)



# Assistant Camp Director of Programs

## Job Description

The mission of the Double H Ranch is to provide specialized programs and year-round support for children and their families dealing with chronic and life-threatening illnesses. The Assistant Camp Director supports this mission by providing strong leadership during our summer program and family programs. The Assistance Camp Director will ensure all camp programming is safe and meaningful to all of our participants.

### **Expectations of Employee**

- Responsible for knowing and adhering to Double H's policies and procedures
- Act as a role model within the Double H community
- Maintain a positive and respectful attitude with all staff, volunteers, families, campers and donors
- Communicate regularly with the Camp Director about all aspects of programs
- Provide tours for the general public, future volunteers and donors when needed
- Demonstrate flexible and efficient time management skills and ability to prioritize workload
- Perform additional duties and responsibilities as assigned as assigned
- Report any acts of maltreatment, neglect, and/or any other violation of policies immediately to the Director of Operations or HR Director

### **Essential Duties and Key Responsibilities (Every Season)**

- Plan and organize all family programming and summer camp programming
- Collaborate with Volunteer Director to organize and inform all program volunteers
- Facilitate and supervise family-based programs and summer sessions
- Flexible schedule based on a need for working weekend and evening programs
- Assist program team in implementation of all year-round camp programs; including providing support for camp events
- Adhere to budget allocations and prepare budgets for each activity area and analyze spending each year
- Return phone calls and emails in a timely and polite manner
- Interview summer staff applicants and participate in the hiring process of all summer staff
- Recruit and retain staff from various colleges, community organizations and social groups.
- Provide and update job descriptions for activity leaders



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- Assist the Operations Team with the American Camping Association, Department of Health and SeriousFun accreditation processes

### **Family Program Responsibilities (Fall, Adaptive Winter Sports Program, Spring)**

- Design the schedules for all family-based programs and facilitate team meetings to prepare for the weekend
- Assign duties and supervise program volunteers for weekend family-based support programs
- Complete the purchasing of supplies for family-based programs
- Provide the onsite leadership and supervision of all the participants
- Residential during 2-3 family weekends

### **Summer Camp Program Responsibilities**

- Assist the Camp Director in the development and facilitation of the summer orientation curriculum
- Provide direct supervision and training for the Program Directors and Program Staff and Activities Coordinator
- Create and implement summer session schedules that meet the needs of all campers, staff, medical professionals and volunteers
- Collaborate with Camp Director and Assistant Director: Residential Life to respond to camper behavior situations
- Coordinate featured special guests and events to occur in both summer and off-season programming
- Facilitate weekly program meetings with all activity leaders and give progress reports to the Camp Director
- Conduct informal check-ins at all activity areas on a daily or weekly basis and provide feedback on progress in a consistent manner
- Facilitate Camp wide events including but not limited to: trainings, staff meetings, and teambuilding
- Work with the Volunteer Director to ensure all program volunteers are trained and aware of their expectations
- Residential on site from June to August

### **Qualifications**

#### **Experience, Education and Licensure**

- Must possess a BA/BS college degree in a related field
- Creative and independent with a passion for working in the team environment
- Prior experience working with children
- Strong oral and written communication skills with prior experience public speaking and facilitating appropriate and interactive full day trainings

Assistant Camp Director: Programs

Job Description

December 2019



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- Independent decision-making skills
- Works well under pressure
- Fluent computer skills- data entry, word processing, internet navigation

### **Language Skills**

- Ability to read, analyze, and interpret information including legal documents and reports
- Ability to respond to common inquires or complaints, regulatory agencies, or the community
- Ability to write speeches and articles for publication that conform to prescribed style and format
- Ability to effectively present information to management, public groups and volunteers

### **Americans with Disability Specifications**

#### **Physical Demands**

The physical demands describe 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.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear, taste or smell.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

#### **Work Environment**

Work environment characteristics 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.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate to loud during the summer program.