



MDSC JOB DESCRIPTION

Assistant Camp Director

General Summary	Under guidance from the Camp Board of Trustees and Camp Director(s), supports the Camp Director to plan and direct the daily operations of the Metropolis of Detroit Summer Camp program, supervises all staff and ensures the health and safety of the campers. Works within the framework of the program, policies, standards and expectations of the Greek Orthodox Church, State of Michigan Licensing & Regulatory Affairs agency, American Camping Association and the Metropolis of Detroit Summer Camp Board of Trustees.
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Principle Duties & Responsibilities	<ol style="list-style-type: none"> 1. Provide an example of Christian behavior and language to all campers and fellow staff. 2. Assists with developing a plan for the camping season. 3. Assists with supervising the daily operations of the camp throughout the summer camp season, through visibility and regular check-ins of all activities each day and through evening checks of cabins. Must be aware of daily weather forecasts each day. 4. Supervises camp staff and, together with the Camp Director, completes annual evaluations on all staff members. 5. Responsible for conducting on-going staff training each week, particular for Counselors-in-Training. 6. Assists with completing camper intake process when receiving new campers on Sunday of each week. Ensures that required sign-out process is completed for releasing campers at the end of sessions. 7. Maintains standards for health and safety of campers. 8. Reminds all campers and staff of required safety procedures. 9. Maintains community contact for health, fire, protection, food, utility and disposal services. 10. Develops and maintains relationships with parents and see that they are notified of illness, injury or any other important matters regarding their children after informing the Camp Director. 11. Maintains camp inventory of food and supplies and orders necessary food and supplies from vendors. Makes necessary runs into Rose City, Mio or West Branch for supplies, mail and perishable foods. 12. Sees that proper care is taken of camp equipment, making necessary repairs or reporting needed repairs to the Camp Director. 13. Promotes high staff and camper morale. 14. Prepares necessary reports on camp operations and activities and maintains camp policy manual. 15. Assists Camp Director with preparing weekly duty charts. 16. Assists with preparing staff for annual inspections. 17. Assists with necessary operations in opening and/or closing the camp. 18. With the Camp Director, is responsible for any and all disciplinary actions necessary in regards to campers and staff. 19. Responsible for assuming all duties of Camp Director in his/her absence. 20. Any other duties as requested by the Camp Director.
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Skills Required	<ol style="list-style-type: none"> 1. Ability to supervise and train staff of all ages and levels of experience. 2. Ability to assist with supervising the daily activities and operations of the camp throughout the summer.
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	<ul style="list-style-type: none"> 3. Ability to evaluate the camp operations objectively, and make necessary decisions and changes in consultation, and with approval of, Camp Director. 4. Ability to work long hours, in an outdoor setting, requiring regular physical activity, standing for long periods.
Working Conditions	<ul style="list-style-type: none"> 1. Outdoor setting, with varied summer temperatures. 2. 24 hour responsibility for all camp operations.
Minimum Level of Preparation and Training	<ul style="list-style-type: none"> 1. Required to successfully pass a criminal background check. 2. Valid driver's license. 3. A minimum of 1-2 years of administrative or supervisory experience in a camp setting, or equivalent experience with children. 4. Must be a minimum of 21 years of age and completed at least 3 years of college/university. 5. Some college or ACA Camp Director Certification. 6. Completion of Archdiocese Youth Protection Online Training. 7. Certified in Basic Life Support (BLS) and cardiopulmonary resuscitation (CPR) by the American Red Cross or American Heart Association preferred
Reporting Relationship	Reports to the Camp Director.
Subordinates	Program Director, Waterfront Director, Arts & Crafts Director, Cook(s), Health Director, Counselors, Lifeguards, Orthodox Life Director, Media Director and all other camp staff.
Salaried	Yes