

**Position: Assistant Camp Director**

**Position Overview:** The Assistant Director supports the Director in overseeing day-to-day camp operations, ensuring a safe, organized, and inclusive environment while assisting with staff management, logistics, and communication with camper families.

**Reporting and Relationships:** The Assistant Director reports to the Director and works closely with the leadership team, counselors, program staff, and volunteers.

**Expected Pay and Benefits:**

- Winter/Spring Pay: \$19/hour
- Summer Pay: \$650/week
- Season End Performance Bonus<sup>1</sup>: \$2250
- Summer room and board included (valued at \$69.40/week)
- Travel support to camp at the beginning and end of camp

**Anticipated Working Schedule:**

- January - May: 10-20 hours/month (remote)
- June-August: fulltime (onsite)
- **Camp Schedule**
  - Leadership Team Training June 16th- 21st
  - Staff Training: June 23rd - July 4th
  - Camp: July 6th - Aug 15th
  - Camp closing: Aug 17th - 22nd

**Key Responsibilities** (include but not limited to the following):

- **Camper Experience:** Create a welcoming and inclusive environment that ensures every camper has a memorable and enjoyable camp experience.
- **Camp Operations Support:** Assist the Director in overseeing camp operations, maintaining a safe and inclusive environment that prioritizes camper and staff well-being.
- **Family Communications:** Act as the primary contact for camper families, managing inquiries, confirming registrations, handling travel arrangements, preparing welcome packages, and ensuring ongoing communication.
- **Transportation Logistics:** Oversee all logistics for camper, staff, and volunteer transportation to and from camp, including booking arrangements, volunteer assignments, and smooth coordination.
- **Waitlist Management:** Manage the camp waitlist and promptly notify families when spots become available.
- **Volunteer Coordination:** Support volunteer recruitment and onboarding, ensuring all documentation (e.g., police checks) is completed and up to date.
- **Camper Support:** Share relevant camper information with designated staff (counselors, medics, kitchen staff) to ensure tailored support for camper needs.

- **Staff Supervision:** Assist in staff training, mentoring, and ongoing supervision to ensure understanding of roles, responsibilities, and camp policies.
- **Program Assistance:** Collaborate with the Program Director to support the planning and implementation of programs and activities aligned with camp goals and values.
- **Crisis Management:** Serve as a key resource in emergency situations, providing leadership and following established protocols to support campers and staff.
- **Record-Keeping:** Maintain accurate and detailed records, including attendance logs, incident reports, and other critical documents.

#### **Core Expectations:**

- **Leadership and Visibility:** Maintain a visible and approachable presence throughout camp, offering support and guidance to campers, staff, and volunteers.
- **Effective Communication:** Demonstrate strong, professional communication with camper families, staff, and leadership team members.
- **Time Management:** Balance multiple responsibilities effectively, ensuring tasks are completed accurately and on schedule.
- **Problem-Solving:** Address challenges promptly and proactively, demonstrating quick thinking and resourcefulness.
- **Collaboration:** Foster a positive and inclusive camp culture through teamwork, mutual respect, and support among staff, campers, and volunteers.

#### **Qualifications:**

- **Experience:** Previous experience in camp leadership, management, or similar youth development roles.
- **Skills:** Strong organizational, multitasking, and leadership skills with excellent written and verbal communication abilities.
- **Knowledge:** Familiarity with camp operations, policies, and logistics preferred.
- **Certifications:** Relevant certifications (e.g., First Aid, CPR) as required.
- **Risk Assessment:** A Police Check with Vulnerable Sector Screening is required for this position.

#### **About Rainbow Camp:**

Rainbow Camp provides a safe, empowering, and fun place, in nature, where 2SLGBTQ+ and allied youth can explore their gender identities, freely express themselves, and form new friendships in a supportive and caring environment.

#### **Our Core Values:**

- **Inclusivity:** Make every camper feel welcomed, seen, and validated, respectful of their gender identity or sexual orientation. We strive to create an environment where campers feel secure and supported to be themselves. (Our staff complement are role models of this value.)
- **Diversity:** We respect and celebrate the full spectrum of identities within the 2SLGBTQ+ community and allies as they emerge and evolve.
- **Joy:** We believe that summer camp should be a fun and memorable experience for all. We provide activities and opportunities for campers to explore their interests and build new skills.

- **Self Expression:** We encourage self-discovery and growth of authentic selves, and the confidence and tools to express themselves, at camp and once they return home.
- **Community:** We cultivate an accepting, supportive community where campers can find acceptance and form new and lifelong friendships. Supporting campers by giving them the tools to be more engaged in their home communities.
- **Inspiration:** We aim to inspire campers to be confident in who they are, and speak up for themselves in their families and communities. We also want to inspire our campers to make positive change in the world around them when they are ready to.
- **Education:** Providing educational programming with measurable learning objectives, that foster understanding and acceptance of the 2SLGBTQ+ community is core to our purpose. We believe that the educational approach is key to breaking down barriers and creating a more inclusive society.

**To Apply:** No cover letter or resume necessary; Apply online at [rainbowcamp.campbrainstaff.com](http://rainbowcamp.campbrainstaff.com)

<sup>1</sup>: Performance bonus is entirely at the discretion of WFA. Factors in the evaluation include but are not limited to completing the season, work performance, and helping with all tasks related to preparing the camp for closure at the end