

Living Faith Christian Center Summer Enrichment Camp

6180 Winbourne Ave ~ Baton Rouge, La 70805 ~ 225-357-0378

www.livingfaithsummercamp.weebly.com

LFCC Assistant Camp Director Job Specification

Job Description

Under the assistance of the Camp Director, the Assistant Day Camp Director will assist with the development and implementation of all-day camp activities and staff. The Assistant Day Camp Director will provide a safe and nurturing environment for everyone; will be actively involved in day-to-day operations and have a positive attitude about all programs.

Qualifications

SKILLS AND COMPETENCIES:

- Must have at least three (3) years of work experience in an educational, recreational, human services, or administrative position
- Current First Aid and Adult and Child CPR/AED certifications. Administration of Medication and Epi-pen certifications preferred.
- Demonstrated desire and ability to work with and relate to children, teens, and one's peers
- Proficiency in a variety of software applications is preferred.
- Demonstrated ability to create, schedule, organize, and implement daily camp activities, special events, and training activities.
- Physical, visual, and auditory ability to identify and respond to environmental and other hazards related to assigned activities. Must be able to run, walk, or stand and fully participate in camp activities for up to 8 hours.
- Demonstrated ability to take initiative, effectively communicate with children and adults, and manage large and small groups
- Good role model, of high integrity and adaptable to various situations

PRINCIPLE ACTIVITIES:

- Model and teach the LFCC Camp and Christian values and camp philosophies to campers, colleagues, parents, visitors, and any other stakeholders
- Connect quickly with staff and campers. Develop and maintain personal relationships that inspire trust and confidence. Assist staff and campers with meeting personal goals and those established by the camp for their development.
- Assist the Camp Director with the development and implementation of camp curriculum and schedules. Lead activities for camp and/or units as applicable.
- Assist the Director in recruitment, selection, training, and provision of ongoing supervision of all camp staff. Provide ongoing coaching to staff to ensure that goals are achieved and to prepare them for increased responsibilities. Prepare and process evaluation following camp procedures and as assigned.
- Execute staff training curriculum. Lead training activities and/or staff meetings as assigned by the Camp Director.
- Execute day-to-day responsibilities to create a safe, secure, and enjoyable environment. Enforce all safety regulations including keeping campers and program areas clean and safe.
- Anticipate and minimize potential problems with staff, campers, or the environment and respond effectively to problems that occur. Apply camp policies and procedures in responding and/or disciplining staff and campers.
- Respond quickly and effectively to accidents and incidents. Assist in the conduction of investigations as may be required and per LFCC Camp policies and procedures. Accurately prepare and submit Accident and Incident Reports promptly.
- Act as a team member as evidenced by active participation in all training events and staff meetings, cooperating with and seeking out all camp staff members.
- Positively and proactively communicate with and respond to supervisor, staff, campers, and parents.
- Actively participate in camper activities.
- Assist staff in executing established procedures for supervising campers and activities including but not limited to transportation, field trip, breakfast/lunch/snack times, and Friday Fundays.

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- Conduct emergency drills and debrief staff and campers after each drill as assigned.
- Assist in preparing and ordering equipment and supplies. Maintain adequate inventory and order replacements per prescribed procedures.
- Submit all required paperwork per specified deadlines.
- Perform other duties as assigned.

OTHER ESSENTIAL DUTIES:

- To the extent that campers develop caring, honesty, respect, and responsibility in a safe and nurturing environment.
- To the extent that the camp meets or exceeds all targets for enrollment and net income.
- To the extent that camp meets or exceeds quality and satisfaction targets as evidenced by camper and/or parent surveys.
- To the extent that equipment and facilities are kept in good repair and condition.
- To the extent that staff under his/her supervision achieve goals and/or report high satisfaction with the experience.
- To review lesson plans submitted by specialists and make sure they are following the outline of each program area while following the Y values.

This is a full-time seasonal position with a schedule of Monday-Friday 6:45 am -5:15 pm (with daily 90-minute breaks), June 3-August 2. Camp preparation hours will be required in mid- May-the beginning of June.