



Position Title: **Camp Wildcat Assistant Director**

Last Updated: January 2024

Reports To: Director of Summer Programs

Status: Seasonal  
Non-exempt-hourly

Schedule: Monday – Friday 40 hours per week while camps are in session

Benefits: Not benefit eligible except for Sick Time per the MA Sick Time Law

**Summary Description:** Working in conjunction with the Camp Director, the Assistant Director is responsible for ensuring that all Camp Wildcat activities and operations are conducted with purpose, passion, and integrity. This individual will share responsibility for the day-to-day operations of the camp, programming, and administrative management of all campers. The Assistant Director will work with the Director and counselors to deliver an excellent camp experience to our campers in a safe and organized environment.

**Essential Functions:**

- Uphold and follow all values, practices, and policies of Camp Wildcat
- Set, maintain, and implement high-performance standards for all staff and programming
- Adhere to all camp policies
- Adhere to all requirements of the local Department of Health and all other Massachusetts laws governing summer camp programs
- Work closely with the Camp Director to support, facilitate, and implement camp programs that include, but are not limited to, attendance, transportation, games, activities, swimming, and other typical day camp activities
- Work with staff to ensure a safe environment for participants
- Must maintain high standards for all staff and programming
- Must promote the best practices of customer service

**Additional Responsibilities:**

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as needed or assigned

**Qualifications:**

- Must be at least 21 years old at the time of hire
- Must have Associate/bachelor's degree
- Must have at least 4 years of experience in programming, coaching, camp operations or equivalent experience
- Must have at least 4 years of experience in program design and implementation
- Must have at least 1 year of experience in managing staff
- Must have, or be willing to earn, and maintain CPR, AED, and First Aid certifications
- Ability to follow sound judgment calls in a fast-paced, participant-focused environment

#### Qualifications cont'd:

- Proven experience in teaching and directing diverse populations in youth enrichment programs
- Must be able to model positive behaviors
- An ability to work with a diverse population
- Demonstrated ability to swim, ride a bicycle, get wet (pool and rain), traverse wooded terrain, and be exposed to outdoor summer conditions for extended periods
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Must participate in annual harassment awareness training as a condition of employment
- Regular and consistent attendance and punctuality is required as a condition of employment
- Must have the ability and flexibility to travel in behalf of the institution for some duration
- Must have a valid driver's license

#### Working Environment:

- The employee may be exposed to wet or humid conditions
- The employee may be regularly exposed to noisy environments
- The employee may be exposed to dusty environments
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities

#### Physical Qualifications:

##### The person in this position:

- Will regularly communicate with other staff, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information
- Can remain in a stationary position for extended periods of time, i.e., standing/sitting
- May need to bend, lift (up to 30 lbs.), push, kneel, crouch, crawl, stoop
- Will use hands and fingers for manipulation of equipment or tools
- Will use specific vision abilities required include close vision, distance vision, color vision and depth perception

#### Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects the administration's assignment of essential functions; and nothing in this herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.