Riverlea, LLC DBA
Camp Riverlea
8302 South Lowell Road
Bahama, NC 27503

Assistant Program Director Job Description

Supervisors: Director, Program Director

The Assistant Program Director works very closely with and shares responsibilities with the Program Director. This is a full-time job beginning May 27, 2013 and ending August 2, 2013, with some responsibilities outside of normal work hours.

Responsibilities:
1. Plan and lead staff orientation and training activities with Director and Program Director.
2. Organize supplies and prepare items such as inventory lists, departmental notebooks, birthday lists, office supplies, schedules, staff and Orc duty assignments, and group lists.
3. Plan and prepare for open house.
4. Check safety of camp buildings and grounds and alert the Director of any issues.
5. Observe practice teaching sessions and provide counselors with feedback.
6. Perform daily administrative tasks such as answering the phone, communicating with parents and documenting phone calls, recording absences, and checking lost and found.
7. Lead assemblies, observe job performance of Orcs, ensure that counselor and Orc duties are fulfilled, and visit each department daily.
8. At least once per summer, an Assistant Program Director or Program Director will observe each counselor during teaching and then a provide a formal evaluation session with constructive feedback about job performance.
9. Assist counselors with conflict resolution and mediate conflict resolution between campers. Deal with camper behavior problems when observed or when asked to do so by counselors.
10. Plan special camp activities and extended day programs, and communicate plans and assignments to counselors.

Daily Tasks:
1. Care for chicks or delegate care to a counselor.
2. Answer phone as needed.
3. Ensure that Shire Manager has made enough bug juice for juice break and lunch.
4. Lead assembly: Song(s), "Good Morning," necessary staff meetings, counselor announcements, Joe's weather forecast, absences
5. Call parents of absent children that don't have a note or word from bus counselors as to why campers are absent. Document each phone call.

6. Oversee Orcs setting up juice break & lunch.
7. Informally visit & observe classes.

Desired Qualifications:

1. Previous summer camp experience.
2. Outstanding communication and teamwork skills.
3. Experience working with children and leading conflict resolution.
4. Ability to plan and lead training lessons for counselors.
5. Good character, sense of humor, leadership abilities, and patience.
6. Physical ability to work outdoors and maintain a safe environment.
7. Administrative and computer skills (Word, Excel, WordPress).
8. Organized, detail-oriented, and able to multi-task.
9. Current first aid and CPR certification.
10. Ability to work independently and be self-motivated.