

Camp Krem

Job Description

Job Title: Travel Camp Assistant Director

Reports to: Program Directors

Position Purpose: The Travel Camp Assistant Director assists in the planning and directing of unique travel camps during the summer. He/she will drive the camp bus on trips. The Travel Camp Assistant Director will assist disabled campers with outdoor activities and help campers with daily living skills. The Assistant Director will also (alongside of the Director) train and supervise Travel Camp staff, keep track of inventory and supplies and monitor and function within a specified budget for each session and for the summer as a whole.

Essential Job Functions:

1. Help develop and deliver a Travel Camp program that is appropriate for the age and ability of the campers
 - ♦ Evaluate abilities of campers and staff related to the proposed trip.
 - ♦ Evaluate the success of the Travel Camp program.
 - ♦ Teach the skills necessary for a fun and safe trip before leaving the camp site, including personal and group health and safety, outdoor cooking and camping, comfortable travel methods, maintenance and care of equipment, emergency procedures, etc.
 - ♦ Meet with the camp nurse before and after trips to learn how to properly distribute necessary medications.
 - ♦ Lead and teach campers in various outdoor program areas (hiking, rafting, etc.)
 - ♦ Plan itineraries and file with the program directors before leaving for each trip.
 - ♦ With the assistance of campers and staff, pack and load into vehicles all necessary camping and safety equipment, food, and water for the trip.
 - ♦ Plan menu and purchase food with the coordination of the cook.
 - ♦ Drive the Camp Vehicles on trips.
 - ♦ Coordinate with outside organizations for lodging, additional transportation, and/or recreation activities (i.e. camp sites, rafting companies, tour companies, attractions, etc.)
2. Assist in the direction, supervision, and organization of campers, within activities and throughout Travel Camp.
 - ♦ Assures campers are properly supervised at all times.
 - ♦ Be aware of and implement safety guidelines.
 - ♦ Model socially appropriate behavior for the campers to abide by while participating in the Travel Camp Program.
3. Ensure that camp staff and campers follow established safety guidelines
 - ♦ Assist in the implementation of staff training for the Travel Camp Program.
 - ♦ Train other staff in their responsibilities on trips.
 - ♦ Ensure campers and staff follow safety procedures.
 - ♦ Be prepared to enact written emergency procedures in the event of accident or illness.

4. Assist in the management and care of the physical facilities and equipment used by Travel Camp
 - ♦ Maintain the tripping equipment in a clean, safe and orderly fashion during and between sessions.
 - ♦ Ensure the security of the tripping equipment when not in use.
 - ♦ Conduct a check of equipment before and after each use, for safety, cleanliness, and good repair.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise special events, and other all-camp activities and camp functions.
- ♦ Abide by all camp policies and procedures.
- ♦ Complete and submit all paperwork as required within designated time frames.

Qualifications:

- ♦ Must be 18 years or older
- ♦ Previous experience working with children and adults with developmental disabilities preferred.
- ♦ Clean driving record
- ♦ Training and experience in leading overnight rustic camping trips.
- ♦ Previous experience leading wilderness trips and/or student experience with Outward Bound, or similar programs preferred.
- ♦ Possess or willing to obtain Class B driving license by the beginning of camp.

Physical Aspects of the Job:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- ♦ Ability to lift and carry up to 50 pounds.
- ♦ Ability to perform job responsibilities during daylight and nighttime hours.
- ♦ Physical ability to prepare for, participate in, and lead campers in wilderness activities involving tripping activities specific to this camp and position.