

Summer Director's Assistant

Purpose:

To assist Director with any necessary functions with particular focus on Human Resources (i.e. staff housing, staff arrival and departure logistics) and Biblical teaching. Emphasis on supporting CIT Leaders and TAP Adventure Leaders. Along with Assistant Director, provides support and leadership to other Administrative Staff. On Director's day off, functions as second in command to Assistant Director.

Responsible to:

Director of Tapawingo

Responsibilities:

1. Be familiar with all aspects of Director's duties and assist her with them (See Director's Job Description) including constant study, implementation and updating of NYSDOH Safety Plan, Standards Audit Checklist, Activities Manual, Business Manager's Manual and Staff Guidelines.
2. Be responsible to alert Director of any digression from agreed upon practices in above manuals. Conduct all background checks for all staff, including supervising any actual reporting to be done.
3. Be able to fill-in for any supervisory position as needed.
4. Oversee HR paperwork and coordinate with CAMP-of-the-WOODs Personnel Team.
5. Oversee cleanliness and upkeep of staff housing including Skylight, Wolf Jaw, and Grace Peak.
6. Provide direct leadership and oversight to Administrative Staff Team as designated by Director.
7. Maintain accountability with administrative and support staff and alert Director of any issues that cannot be quickly resolved.
8. Teach all-camp Bible lesson once or twice a week in Director's absence.
9. Lead staff in staff Bible study on Director's Day Off.
10. Design and implement Stayover Program.
11. With Director, keeps copies of staff certifications in Wilderness First Aid, CPR, lifeguarding, WSI, EMT, RN and/or EMP.

Qualifications:

1. 21 years of age or hold Bachelor's degree.
2. Previous camping experience.
3. A Christian in agreement with the Camp's Statement of Faith.

Physical Requirements:

Please see Director's 'Physical Requirements.'