

# Summer Director's Assistant

ADMINISTRATIVE STAFF



## JOB DESCRIPTION

The Summer Director's Assistant assists the Director with many responsibilities with particular focus on Human Resources and Biblical teaching. Emphasis on supporting CIT Leaders, TAP Adventure Leaders, and provides support and leadership to other staff.

## REQUIREMENTS

The following are preferred or required:

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

## RESPONSIBILITIES

- Be familiar with all aspects of Director's duties and assist her with any that are needed: including constant study, implementation and updating of NYSDOH Safety Plan, Standards Audit Checklist, Activities Manual, Business Manager's Manual and Staff Guidelines.
- Be responsible to alert Director of any digression from agreed upon practices in above manuals.
- Assist the Assistant Director in all background checks for all staff, including supervising any actual reporting to be done.
- Be able to fill-in for any supervisory position as needed.
- Oversee HR paperwork and coordinate with CAMP-of-the-WOODs Personnel Team.
- Oversee cleanliness and upkeep of staff housing.
- Provide direct leadership and oversight to Administrative Staff Team as designated by Director.
- Maintain accountability and communication with administrative and support staff with camp-wide updates and information.
- Teach all-camp Bible lesson once or twice a week in Director's absence, if needed.
- Lead staff in staff Bible study on Director's Day Off, if needed.
- Design and implement Stayover Program.
- Attend and document weekly Administrative Staff meetings.