



NORTH SHORE NATURE PROGRAMS

Assistant Camp Director Job Description

ASSISTANT CAMP DIRECTOR

Job Description

The Assistant Camp Director is responsible for many aspects of the day camp. This position aids in the direct supervision of all camp staff, is in charge of overseeing day-to-day operations of the camp, and steps in to help lead specific camp activities as needed. The Assistant Camp Director will ensure that all camp activities are safe, educational, and comply with all local and state standards. The Assistant Camp Director will be thoroughly versed in all North Shore Nature Program Policies and Procedures and will carry them out to the best of his/her ability. Additionally, the Assistant Camp Director will be responsible for:

- The day-to-day administration of the camp.
- Reviewing all paperwork to ensure that forms are complete and in line with state requirements.
- Communicating with camper parents prior to, during, and after camp has been completed.
- Assisting with public relations issues that may arise prior to, during, or after camp.
- Assisting with the training of all camp staff.
- Serving as a supervisor during all camp hours.
- Aiding in the completion of at least one (preferably two) performance review(s) during the summer for all staff.

Qualifications

- Education: a B.A. or B.S. in education or life sciences and at least two years work experience as an environmental educator or as a member of a camp staff.
- At least 3 years experience working with children.
- A thorough knowledge of local ecosystems and ability to identify common animals found in the woods and water of Massachusetts is preferred (NSNP will provide training prior to summer sessions beginning).
- Comfort working outside in all types of summer weather.
- Ability to work cooperatively and independently.
- American Red Cross CPR/First Aid certification (if not currently certified, NSNP can help find a class and will compensate you for the fee).

Hours

Monday – Friday; 8am-4pm

Dates

Training Days: June 20-23

Camp Weeks: June 26-June 30

July 3-7 (no camp on July 4)

July 10-14

July 17-21

July 24-28

July 31 – August 4

August 7-11

August 14-18

Wages

\$18-22/hr based on experience. No benefits are available.

To Apply

Email cover letter, resume, and three references to Andrew Prazar:

andrew@northshorenatureprograms.com

