

# Assistant Director Job Description

Time Frame: September 2017-May 2018

Responsible To: Incoming Director(s)



**General Description:** to assist the Director(s) in all aspects of camp operations during the fall, winter, and spring seasons.

## Qualifications

1. Christian heart for service and passion to serve all guests, young people, parents, and other staff
2. Willingness to work hard over long hours, including early mornings
3. Good character, integrity, and adaptability
4. Ability to accept supervision
5. Ability to serve as a joyful ambassador to guests and the wider community
6. Ability to originate, plan, organize, and carry out daily tasks and complex new endeavors
7. Desire to learn and openness to change
8. Enthusiasm, sense of humor, patience and self-control
9. Current CPR and First Aid certification (Wilderness First Aid is desired)
10. At least 21 years of age

## General Responsibilities

1. Assist in the retreat operations of the camp
2. Attend to the daily anticipated and unanticipated needs of guests and retreat groups
3. Assist with the physical operations of the property as delegated, including water and wastewater systems, electrical and propane distributions, structures, vehicles, rolling stock, and fire and safety equipment
4. Assist with the inspiration and supervision of Gap Year participants (if Gap Year program is in place)

## Specific Responsibilities

1. Each morning of a retreat, set up lodge for the daily needs of the guests and be present for them
2. Wash dishes
3. Clean cabins after retreat groups and guests
4. Mow grass, plow snow, maintain vehicles, fix just about anything that breaks
5. Answer the office phone and take messages with professionalism
6. Assist the Head Cook in food preparation and service
7. Various and sundry other duties as assigned—"Whatever it takes"
8. Participate in weekly staff and Gap Year meetings (if Gap Year program is in place)

## Essential Functions

1. Ability to communicate well with guests, staff, and community members
2. Physical and mental ability to be available on camp for 12-14 hours per day during retreats, if necessary
3. Visual and auditory ability to identify and respond to needs and hazards related to guest and staff activities
4. Willingness to learn new skills
5. Physical ability to walk about camp, carry loads up to 50 pounds, and operate vehicles
6. Ability to maintain effective and consistent mental, emotional and social health responses in our fast-paced, youth-centered, community living environment.

## Compensation

1. \$10,000 salary = \$270 per week
2. Housing, utilities, and laundry facilities on site—the Assistant Director *must* live on site
3. Meals provided when kitchen is serving guests
4. Worker's Compensation Insurance
5. 3 weeks paid vacation—dates to be determined