Camp UniStar

Belonging at Camp, Cherishing the Island, Inspiring Action in the World.

Position: Assistant Director
Reports to: Camp Director

Summary:

For the person who enjoys an organized, busy lifestyle but also craves a rustic summer getaway, have we got a position for you! An office in the woods—what more could you ask for? The assistant director plays an important role in helping the director solve problems of all sizes, shuffling some serious paper, and tackling the Sisyphean task of ridding the office of sand. Not for the faint of heart!

Purpose:

The purpose of the assistant director at Camp UniStar is to provide support to the Camp Director, and at times other directorial staff, by completing the behind-the-scenes work so that the director can focus on the larger effort of running the camp. The assistant director also provides a crucial link between the staff and the director when problems arise.

Responsibilities and Duties:

The assistant director is responsible for being direct support staff for the Camp Director. The primary goal of the assistant director is to help with the behind-the-scenes operation of camp and solving problems as they arise. As reflected in the Compensation Scale, staff in this role support and lead activities that enrich the camper experience, and contribute to camp's smooth operation.

The assistant director will be responsible for some routine tasks, but they may also be subject to more spontaneous assignments as problems or projects arise on a daily basis. In that regard, their job may be very unpredictable. The assistant director may also be called upon to assist other directors of the camp, including the waterfront director, the food service director, and the YP and CP directors, as they need help. When the director is absent from camp, the assistant director is expected to take care of answering the phones and to keep in communication with the director as needed. The assistant director may be placed in charge during the director's absence; however, this responsibility may be delegated to others as the needs of camp dictate. Below is a detailed list of some of the assistant director's many responsibilities. Additional duties and responsibilities not outlined below may be assigned as deemed necessary by the Camp Director.

The most important note about an assistant director is that they are just that, the director's assistant. Therefore, some of the following duties are required and some of the following are suggested tasks to perform. The specific requirements of the assistant director job will be decided upon by the Camp Director and the assistant director at the beginning of the season and may evolve or change as the season progresses.

1. Manage scheduling
    a. The assistant director is charged with the primary responsibility of producing a completed staff shift schedule at the end of the week in preparation for the week to come.
    b. The assistant director is responsible for reviewing the schedule to assure all shifts are complementary and non-conflicting.
    c. As necessary, the assistant director will fill in names of staff members for shifts that haven't been filled, notifying them of the changes.
    d. The assistant director shall help oversee the successful completion of shifts and performance of staff, noting any problems encountered to the director.
    e. When necessary, the assistant director is the go-to fill-in person for scheduling gaps should conflicts arise causing people to miss shifts for whatever reason.
2. Generate reports from Camp Brain
    a. The assistant director is responsible for knowing how to use CampBrain including how to register people, edit billing information, and generate desired reports.
    b. On a weekly basis, the assistant director is responsible for creating reports for:
        i. The kitchen for special dietary needs
        ii. CP director for number and ages of kids
        iii. YP director for number and ages of kids
        iv. Camp Director for the number of expected arrivals on the Northstar and any other points of noteworthiness.
        v. Update the camper count list that details the number of staff, volunteers, and campers in camp each week
        vi. Camper list for the history corner
    c. The assistant director is responsible for gathering contact information changes from campers, updating that information in CampBrain, and creating camper lists by Friday afternoon.
    d. Additionally, the assistant director is to generate and assemble name tags each week.
3. Assist with financial duties
    a. The assistant director is responsible for entering kiosk and boat fee charges into camp brain periodically throughout the week.
    b. The assistant director will typically help the director with bill pay Friday afternoon; collecting money and entering payments into CampBrain
    c. Working with the director, the assistant director may be responsible for sorting through the daily mail, filling out pink sheets for bills received, and filling out checks for the director to sign to pay those bills. In association with that, the assistant director at the Camp Director's discretion may help with the filing of that information.
4. Volunteer coordination
    a. The assistant director may be charged with helping the volunteer coordinator facilitate the volunteer orientation.

    b. The assistant director may also help assist volunteers with miscellaneous projects around camp and act as a volunteer coordinator when the volunteer coordinator is either busy or absent from camp.
5. Town Run
    a. At the director's assignment, the assistant director may be expected to occasionally go on a town run, which may include things such as disposing of hazardous waste, shopping, and dropping off the bank deposit.
6. Sounding Board
    a. The assistant director will have a close working relationship with the director and may often act as a sounding board for ideas and be a part of discussions regarding policies, procedures, and other elements of the camp environment. The assistant director should be prepared to help the Camp Director make decisions when their input is sought.
    b. The assistant director is responsible for being the direct link between staff and the Camp Director, helping to clarify and streamline communication between the two parties. Additionally, the assistant director should notify the director of any staff complaints or critiques that arise.
7. Emergency Procedures
    a. The assistant director is responsible for knowing camp's emergency procedures particularly well in the event an emergency should arise while the director is absent.
    b. The assistant director may be charged with the responsibility of facilitating emergency procedure drills and trainings with other staff throughout the summer.
    c. In addition, the assistant director should be familiar with the specific duties delegated to them in the event of an emergency.
    d. The assistant director may be required to update camp policies and procedures as necessary and as requested by the director.

Qualifications:

- 18 years of age or older
- Valid driver's license
- Valid Minnesota Watercraft Operator's Permit
- CPR, First Aid, Lifeguarding and AED certifications preferred
- Comfortable in a rustic setting
- Experience in supervising others
- Knowledgeable about the basic operations of camp
- Self-motivated, responsible, safety-conscious, creative, detail-oriented, and resourceful, with strong problem-solving and numerical skills
- Able to enforce camp policies
- Able to execute basic office functions, such as operating office equipment, computer software, and ability to answer the phone and communicate messages
- Able to have a close working relationship with the director
- Able to communicate effectively with staff, campers, and the director, including writing professional emails in response to camper and business inquiries

- Able to judge well what items are appropriate to be brought to the director's attention and which are not
- Able to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.

Physical Requirements

- Must be able to do the following for up to five hours at a time: standing, walking, carrying, balancing, pushing/pulling, reaching, and performing fine motor skills.
- Must be able to do the following for at least one-third of a shift or 1-2 hours: move/lift up to 40 pounds, reach overhead and below knees, twisting/turning, climbing (step stools, stairs) while loading/unloading items, and squatting (to reach for items).
- Requires normal range of hearing and eyesight.
- Must be able to work outside daily and in a variety of weather conditions.

Compensation

- Commensurate with experience
- Includes room and board at camp, one day off weekly, and an additional two personal days off per season.
- Paid sick leave is determined by the Camp Director.
- All staff must provide their own health insurance.