



CAMP MICHIGAMME

Assistant Director

Detailed Job Description



Primary Functions:

- Assists the Camp Director in overseeing the safe operations of the day to day maintenance supervision and programming related to Camp Michigamme.
- Oversee camp operations and supervise staff and volunteers during Camp Director's absence from camp grounds especially in regard to safety and compliance with the State of Michigan and ACA regulations.

Supervisor: Camp Director

Qualifications:

- Must be at least 21 years old, responsible, driven, and dependable
- Prior camp work/leadership
- Beliefs and lifestyle consistent with United Methodist Church Christian values
- Tactful with others and a self-starter with effective written, verbal, and interpersonal skills
- Must be willing to learn new skills, live and work harmoniously in a community team environment, and be responsible and practice good safety procedures at all times.
- Be able to commit to the summer season (May 22nd - Aug 25th) & must pass a pre-employment background check

Salary and Other Benefits:

Room and board are provided for all summer staff members in a community living environment as a benefit to their position. In addition to room and board, a weekly salary will be awarded based on a 6 day work week with 2 personal hours off each day and 24 hours off each week. The weekly salary will be decided by the CD, DOE.

Primary Responsibilities: The responsibilities are varied and can include but are not limited to:

- Assisting the CD as needed, and overseeing and managing the camp upon Camp Director's absence.
- Maintain a positive, friendly "Christian servant" attitude toward all our campers, guests, volunteers & fellow staff
- Supervise and assist support staff and their various areas of involvement at camp, including helping prepare their weekly schedule
- Operate within the budget or under budget for assigned areas of involvement
- Provide for safety and well-being of campers and staff as well as maintaining camp policies and standards
- Cooperate with camp deans to facilitate the programs.
- Supervise the operation of the Canteen and order stock as needed.
- Be on hand to check-in and check-out groups using the facilities or coordinate times with other staff.
- Assist CD in working with ACA, County inspectors, Health Department, and Fire Marshall in meeting their requirements and recommendations for the safety and well-being of the campers.
- Recognize your leadership role at camp and rise to the expectations of such a role, providing others with a positive role model to follow.
- Assist petty cash maintenance, receipt organization, and donor tracking
- Stock health cabin in accordance with camp's standing orders.
- Assist in creating positive public relations and promotions for Camp Michigamme

Notes:

All positions at Camp Michigamme are "at will" positions. This means employment can be terminated at any time for any reason by the employer or the employee.

There are opportunities to work prior to May 22nd and after Aug 25th if you are available and on an as needed basis.

Contact Erica Thomas, Camp Director at director@campmichigamme.org or call 805-710-4752 for more information. Applications can be found at www.campmichigamme.org under the Employment tab.