

CAMP GOOD DAYS & SPECIAL TIMES, INC.

Assistant Camp Director



Founded in 1979, Camp Good Days and Special Times, Inc. is a 501(c)3 not-for-profit organization dedicated to enriching the lives of children, adults, and families who have been impacted by cancer, through summer recreational camping experiences and year-round support services, provided free of charge.

Position Purpose:

The Assistant Camp Director provides direct support to the Camp Director in the process of recruiting, hiring, training, and supervision of all volunteers. This person assists the Camp Director in all aspects of program development, ensuring compliance with all applicable program, safety, NYS Department of Health and the American Camp Association/ Children's Oncology Camping Association standards.

Qualifications:

Must be at least 25 years old or hold a Bachelor's degree. Experience working in a camp setting or not-for-profit preferred.

Essential Functions of the Position:

- 1) Collaborates with the regional offices to recruit seasonal staff and volunteers, including advertising at career and volunteer fairs, and takes lead on interviewing, selection, and completing all hiring paperwork requirements.
- 2) Coordinate, implement, and facilitate comprehensive training for all summer camp volunteers.
- 3) Assist in database management, communication, and record-keeping of camper and volunteer information.
- 4) Responsible for ensuring compliance with program plans and all Camp policies and procedures in order to hold volunteer staff accountable to organizational goals and expectations.
- 5) Participate in ongoing professional development and maintains current knowledge of best practices in Camp management and in working with Camp's target population.
- 6) Participate as a member of the camp staff team to deliver and supervise camp programs, and year-round special events and functions.

Physical Requirements and Working Conditions:

- 1) Willingness to live in a camp setting and work irregular hours.
 - o Residential requirement from June 1 – September 1, 2022.
 - o Ability to work a flexible schedule as needed to lead, supervise, or participate in Camp activities. Summer and weekend programs require long workdays (on average 7 am – 9:30 pm).
- 2) Endurance including standing, some bending, stooping and stretching.
- 3) Assist in the management and care of the physical facilities and equipment.

Please send your resume and cover letter to Camp Director, Caitlyn Bailey at cbailey@campgooddays.org
Due to the volume of resumes received, you will be contacted only if there is interest in pursuing your application.