



Assistant Director Position Description

Overview:

This person is the driving force for the evolution of program development and effective support for all levels of staff to ensure the mission of Camp Augusta is infused into the experiences of staff and campers alike. This individual must maintain a critical yet supportive eye across multiple domains, and be able to gather, analyze and implement important big-picture context effectively to create sustained and measurable growth. This role includes management and development of people, processes and systems to an exceptional standard, with very little monitoring and guidance. This role requires a self-motivated, proven leader with a very strong work ethic.

Responsibilities:

- Jointly oversees all camp programming, including activities, evening programs, playstations, cabin activities, wakeups and weekend programs. Develop and execute clear and measurable improvements and new ideas to programming.
 - Inspire other staff to maintain high standards across all areas of programming. Delegate effectively to ensure goals are continually met in a timely manner and of high quality.
 - Continually assess current systems and processes, and critically analyze areas for improvement to support the bigger picture vision.
 - Support all other non-counseling staff by checking in with them consistently. Challenge and guide staff with care while exemplifying Augustan values and philosophies
 - Create effective scaffolding plans for staff to promote growth in their personal capacity for excellent work
 - Contribute to oversight of a multi-year plan for recruitment and program development with consistent and organized systems for knowledge management and progression.
 - Work with other camp leaders of various domains (Kitchen, Office, Village Leaders, Activities) to ensure all domains of responsibility are held with care and consistency throughout the summer.
 - Be an expert in child development and behavioral guidance with campers. Able to lead and model compassionate and intentional behavioral management techniques.
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Qualifications & Skills:

- 3+ years experience in summer camp leadership position
 - Proven leadership and successful track record in people and project management
 - Strong communication and facilitation skills
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	Proficiency Level Required
<u>Foundational Skills</u>	
Effective Communication (oral, written and active listening)	Level 5
MS Office Suite (Word/Excel/Powerpoint) - Basic	Level 4
Effective basic meeting facilitation skills (ability to set agenda, understand and establish objectives, remain focused and recap)	Level 5
Organizational skills (including effective time management)	Level 5
Critical thinking	Level 5
Problem solving	Level 5
<u>Managerial Skills</u>	
Team building (including coaching/mentoring, problem resolution, empowerment and expectation setting)	Level 5
Leadership (including interdepartmental communication, exhibiting the mission, vision and values, risk management)	Level 5
Project management	Level 5
<u>Role Specific Skills</u>	
Programming development	Level 4
Ability to recognize patterns and trends	Level 4
Process mapping and design	Level 3
<p>Definition of Proficiency Levels: Level 5 = Has comprehensive knowledge. Extensive and comprehensive experience. Level 4 = Has in-depth knowledge. Can perform without assistance. Repeated and successful experience. Level 3 = Has applied knowledge. Can perform with assistance. Has performed independently in routine situations. Level 2 = Limited ability to perform. Has general knowledge only. Very limited experience. Level 1 = Limited knowledge. No experience. Level 0 = No knowledge. No experience.</p>	