

Assistant Program Director

Job Description

The Assistant Program Director is responsible for all logistical aspects of the program at Camp Akeela, under the supervision of the Program Director. They provide support to all Activity Heads through scheduling activities, resource management, and supply purchases. The Assistant Program Director is also responsible for assisting the planning and implementing evening activities and special events at camp. They ensure all camp activities run as smoothly as possible.

The Assistant Program Director also is a member of the office team, and helps with various office tasks during their office hours.

Key Responsibilities

- **Program Scheduling**
 - Assists the Program Director in the following activities:
 - Creates the master camp schedule for cabin activity periods.
 - Places campers into specialty activity periods and other activities that require camper placement, such as Hobby Night, etc.
 - Ensures appropriate staff coverage standards are met in each activity area by managing staff days and periods off.
 - Along with trip leaders, develops camper and staff rosters for every out of camp trip, with the exception of day hikes.
- **Program Standards**
 - Assists the Program Director to ensure all programs adhere to the appropriate standards to maintain accreditation with American Camp Association and CampGroup. These include quality of program instruction, care and maintenance of supplies/equipment, and safety standards.
- **Evening Activities & Special Events**
 - Develop a dynamic schedule of evening activities for each camp session.
 - Plan and implement all evening activities at camp.
 - Create and implement fun and engaging special event days. Special event days should differ from a typical day at camp.
 - Plan and implement the session ending Carnival.
- **Other Responsibilities**
 - Assist the Directors with various operational related tasks as assigned, such as purchasing and transportation coordination.
 - Holds regular office hours in which they answer parent phone calls and assist with ongoing office team projects.

Qualifications

Qualified candidates should meet the following criteria

- Bachelor's degree in a relevant field of study.
- Experience working with children with learning differences, ASD, or other social communication disorders.
- Strong logistical mind
- Strong computer skills, specifically in Word and Excel
- Effective communication skills, both written and verbal.
- Other qualities: Creative, organized, flexible and self-starter.