Overview: Camp Kanuga’s operations annually include 600 campers. The Assistant Director will assist the director in facilitating all the aspects summer camp: schedules, programs, risk management, staff management, logistics, evaluations and much more. The Assistant Director also helps other support staff members organize and develop fun evening and large group events.

Accountability: The Assistant Director reports to the Director of Camp Kanuga and the President and Vice Presidents of Kanuga Conferences, Inc.

Principal Responsibilities:

1. Set tone and provide leadership for staff in all aspects of camp life.
2. Supervise, evaluate, and manage counselors and support staff.
3. Work with the Programs Director to develop, organize and run large group games and evening activities.
4. Evaluate and supervise staff’s performance in program areas, providing positive and constructive feedback. This includes both celebrating accomplishments and coaching for improvement (especially if staff performance affects safety).
5. Be a leader in the camp community, setting the example for all staff and campers in their relationships and overall camp experience; (lead by doing and managing by coordinating, with follow-up visits to areas having problems)
6. Fill in for program leaders when they are unable or need assistance
7. Lead portions of staff training (including administrative staff training). Be a teacher and mentor to the staff, establishing clear communication.
8. Be on-call/on-duty for one session break, supervising and entertaining stay-over campers.
9. Continuously observe implementation of all Camp Kanuga guidelines, policies, procedures, and covenants; give feedback and coaching where there are problems, keep the Camp Director informed of status at all times, and give early warnings of emerging problems.
10. Ensure physical safety of campers and staff at all times, checking equipment, property and procedures on a daily basis.
11. Be flexible and work with other Support Staff members to complete all administrative duties as necessary. This includes organizing evening programs and special events, supporting campers and staff who need help, providing transportation for climbing sites and sick campers, and communicating camp needs during meetings.
12. Compile suggestions for following camp seasons, focusing on ways in which the needs and expectations of campers and staff can be better met through Camp Kanuga’s programs.

Qualifications: At least 21 years of age; two seasons of proven success as a leader in a youth serving agency; current CPR/first aid certifications.