



Full Job Description for Camp Captivate- Assistant Director

Camp Captivate 2023

Program/Location : Locations in San Jose or Santa Clara

Ready to take ownership of your leadership development? See yourself on a trajectory of professional growth in an educational setting? Want to pursue a career in teaching, counseling or other child-centric career? Ready to gain valuable leadership and work experience?

Assistant Camp Directors are part of the leadership team, partnering with Camp Directors and the owner to bring Camp Captivate to life. Assistant Camp Directors support the smooth operation of a single camp site — supervising staff, planning programs, engaging with parents, and spreading magic..

We value having collaborative team members who aren't afraid to share unique experiences and viewpoints at Camp Captivate. .1.24.23

As ambassadors, the assistant directors will use their network of connections—from school, work, neighborhoods, church, etc—to help find and recruit quality staff members. We believe in “getting the right people on the bus!”

ABOUT CAMP CAPTIVATE

Camp Captivate is a summer S.T.E.A.M.day camp that is one of the programs of Science Smart Kids Inc.; the company also offers STEAM workshops, corporate “take your kid to work day” events, library workshops, etc. Camp Captivate specializes in S.T.E.A.M. programming and our mission is to spark creativity and curiosity in kids. We want every kid, every staff member, and every parent to feel welcomed, special, heard and seen. We believe in hands-on learning and encourage kids to try new things and make new friends. Our staff are role models of joy, positivity and confidence. Working with kids is not easy (actually it can be exhausting!), but it is **important work**—work that impacts our future. Camp staff are welcomed to share “glows” and “grows” and be part of the ever evolving mission to continually improve our programs.

WHAT YOU'LL GET

You will gain valuable professional and personal growth and be part of a team in a supportive educational environment. You will have gained valuable experience for your resume.

Position Description:

ESSENTIAL RESPONSIBILITIES

- With Camp Director, oversee daily operations of camp, creating a high energy, organized, professional experience for campers and staff
- Assist the Camp Director in overall support and management of camp staff, as well as administrative tasks
- Lead and manage up to 10 staff members and leaders in training (interns), ensuring quality group leadership, high energy and overall professional performance
- Assist in classrooms and providing coverage and support as needed, including potentially leading camper groups or delivering curriculum
- Provide excellent customer service to camp families to ensure a professional, positive, and memorable experience
- Contribute to and participate in check-in and check-out, daily opening and closing ceremonies, all-camp activities, and snack & lunch supervision and programming
- If needed, manage the Extended Care program, including staffing assignments and activity planning
- Maintain safe environments for all campers
- Manage the sign in and/or sign out table.
- The Assistant Camp Director will report directly to the Camp Director

REQUIREMENTS

- Genuine love and interest in working with children and/or education
- Ability to maintain an excellent work ethic, a high level of energy and exceptional enthusiasm each day
- Responsibility and Reliability
- Flexibility to meet changing needs and demands while balancing multiple tasks efficiently
- Ability to work collaboratively on a team, with an openness to feedback and a desire to grow professionally
- Strong organizational skills and attention to detail

- A great communicator with families and guardians
- CPR/First Aid certified OR willing to become certified by start of camp
- Must be fully vaccinated for COVID-19 by start of camp to ensure staff and campers are as safe and healthy as possible and to comply with enhanced health and safety protocols
- Fingerprinting/background check through Verify Group

EXPERIENCE & EDUCATION

- College degree preferred but not required
- Some college coursework is required
- Demonstrated leadership experience
- Administrative experience, preferably in a camp setting
- Experience working with kids or in a camp setting

WORK HOURS AND DATES

The camp day runs, on average, 5-8 hours for Assistant Camp Directors, totaling to 30-40-hour work weeks. Assistant Camp Directors typically work 30-40 hour weeks between the following times: 8 am to 3 pm. (The offer letter will specify exact hours based on needs.). We do offer some flexibility and can have assistant directors work either a half day or full day shift.

General Camp Staff Hours:

- Staff may work anytime between 7:30am and 6pm, Monday through Friday. Number of hours and start/finish time will vary between 20-40 hours/week by site, position and day
- Staff meetings: During regular work hours before or after the start of programming
- 2-12 hours of training (both online and in person) before camp begins
- Training and setup days: Participate in two mandatory training and setup days in the days before camp starts
- Camp cleanup: Participate in cleaning and packing up camp for an additional 1-5 hours in your last week of camp, typically some additional hours at the end of the day.

The needs of camp and resulting staff hours may vary. We seek and make offers to staff who we believe are capable of thriving in a flexible environment, both professionally and personally.

COMPENSATION AND PERKS

Instructional Hourly Rate for Administration: **\$23 - \$25/hour**, depending on experience and credentialing, for camp season (June 12 - June 30, 2023)

Hourly Rate for Planning/Training: **\$20.00/hour** (for a predetermined number of hours before camp season) for pre-camp season (January through June 11, 2023)

Hours: Half day or full day shifts available

Dates:

- June 12 - 16
 - June 20 -23 (no class on June 19)
 - June 26 - 29
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- Base pay is **\$23/hour - \$25/hour** for the **camp season** (June 12-30 2023), and **\$20/hour** for **pre season** prep or meetings or training.
 - Staff are compensated at a regular hourly rate, with overtime at 1.5x the hourly rate in accordance with state and federal requirements. Exact hourly rate is based on location and is included in the offer letter.
 - Staff will be compensated at an hourly training rate for 2-12 hours of online training to be completed before camp, and for 2 days on-site setup/training
 - Summer staff positions are temporary, seasonal non-benefited positions and do not include paid vacation time
 - Free weeks of camp and/or significant camp discounts (exact details contingent on location)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions.

- Some lifting and carrying up to 60 lbs.
- Typing, writing, reading
- Seeing, hearing and speaking, both nearby and at a distance
- Use hand and fingers to help with classroom supplies and operate equipment
- Frequent sitting
- Standing, walking, kneeling