



## Full Job Description for Camp Captivate- Assistant Director Camp Captivate 2024

Location:

TBD in San Jose or Santa Clara (St. Leo the Great, Holy Family, or St. Justin's)

### ***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.

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, 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 sign-in and sign-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 communication to parents
- 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, positive energy and 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 within 2 years
- Fingerprinting/background check

### ***EXPERIENCE & EDUCATION***

- College degree preferred but not required
- 1-2 years of college coursework is required
- Demonstrated leadership experience
- At least 1 year of office/administrative experience- Experience working with kids or in a camp setting preferred

### ***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: **\$25 - \$27/hour**, depending on experience and credentialing, for the camp season
- Hourly Rate for Planning/Training: **\$20.00/hour** (for a predetermined number of hours before camp season) for pre-camp season (January through May 31, 2024)

Hours: Half day or full day shifts available

Dates:

- June 10 - 14
- June 17-21 (no camp on June 19)
- June 24 - 28
- July 1 - 5 (no camp on July 4)

## ***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