

Position Description

Working Title: Summer Day Camp Assistant Director

Summary:

This individual will be responsible for management of a ten-week summer day camp for children ages 6-12 at Ithaca Children's Garden in Cass Park. This person will provide daily, on-the-ground leadership for camp staff and supervision of campers. The Assistant Camp Director will maintain camp reports, attendance records, incident reports, and manage the supply budget. They will serve as on-site parent and community liaison during the camp day and ensure camp policies and procedures are followed. They will collaborate on program planning and assist in shaping and leading camp staff training in June.

Dates, Hours, and Schedule:

Camp Season: June 11 - August 31: 40 hrs/wk

Pre/Post Camp Season: May 29-June 8: 18 hrs/wk
Sept. 4-14: 15 hrs total

Rate of Pay: \$14.50/hour

Duties & Responsibilities:

Pre-Season:

- Program operations and philosophy training with Director of Education
- Collaborate in planning staff training
- Prepare to lead portions of staff training
- Collaborate in scheduling guest educators
- Collaborate in refining weekly schedules
- Camp site preparation
- Policy, budget, purchasing, and time card training
- Supply acquisition and organization
- General planning and collaboration with Director of Education
- Misc tasks as needed

Camp Season:

- Provide on-the-ground leadership and supervision of camp staff and campers during the camp day.
- Manage and facilitate daily camp schedule and transitions.
- Work with staff to provide a healthy and positive experience for youth using the Circle of Courage and Playwork Principles.
- Create and maintain a welcoming and respectful atmosphere.
- Ensure camp policies and procedures are followed.

- Serve as family liaison during the camp day, assisting with check in/out, and addressing parent questions and concerns.
- Work directly with children ages 6-12 with understanding of developmental needs.
- Support and champion child-led free play and nature-based discovery.
- Assist in managing camp supply and snack budget.
- Complete required reports; maintain attendance and health records.
- Meet weekly with Director of Education to communicate successes and address challenges and needs.
- Lead weekly meetings with camp staff to reflect on current camp week and prepare for the upcoming camp week.

Post-Season:

- Review staff and parent feedback forms
- Post-season debrief meetings with Director of Education and Half Day Assistant Camp Director
- Write end-of-season report and recommendations for future
- Staff appreciation
- Misc tasks as needed

Reporting Relationships

S/he receives program specific support and supervision from the Director of Education. Collaborates internally with other ICG program staff including Facilities Manager and Teen Urban Farmers Manager.

This position requires supervision of staff. S/he will participate in staff meetings as deemed necessary by supervisor.

Degree and Experience Required

- BA/BS degree in education, youth development, horticulture, or other related field.
- Two years experience teaching/mentoring/supervising youth in formal or non-formal setting.
- Experience working with youth and adults of diverse backgrounds and demonstrated cultural competency to involve people of diverse backgrounds and abilities.
- Excellent organizational, interpersonal, written and verbal communication skills.

Knowledge, Skills and Abilities Required

- Demonstrated leadership skills.
- Knowledge of youth development issues: social, cultural, and developmental.
- Ability to plan, organize, and deliver non-formal education programs.
- Confidence to manage conflict situations appropriately.
- Ability to delegate and supervise tasks.
- Ability to participate effectively in professional team efforts.

- Ability to give and receive feedback professionally and courteously.
- Demonstrated success working with people of diverse backgrounds, abilities, cultural identities and life experiences, youth, older adults and households with limited economic resources
- Ability to communicate clearly, respectfully, accurately, and expediently both verbally and in writing.
- Awareness and understanding of nonprofit operations and funding.
- Positive attitude and flexibility.
- Ability to manage camp paperwork, attendance records, and reports.
- Demonstrated ability to support and empower others.

Special Requirements

- Ability to meet travel requirements of the job.
- Willingness to work flexible hours including some evenings and weekends to accommodate meetings and delivery of educational programs.
- Ability to lift program materials and equipment.
- Ability to work outside in various weather conditions including heat, humidity, sun, & rain.

Working Conditions

Essential Physical Requirements: Typically lifts 20 to 30 lbs.

Visual: Normal Concentration

Hazards: limited exposure

Most work is carried out at the Ithaca Children's Garden

All Ithaca Children's Garden positions are contingent upon adequate performance and availability of funds.

AA/EOE