



## ASSISTANT PROGRAM DIRECTOR

**Contract Date:** June 1 - August 11, 2023

**Salary:** \$3750 for the season + \$500 Completion Bonus

**Time Off:** Friday pm - Sunday am

**Housing:** Modern Dormitory/Cabin style (inside bathrooms, hot water and electricity)

**Reports to:** Program Director

**POSITION TYPE/EXPECTED HOURS OF WORK:** This is a residential seasonal position. The usual camp work-week is six days on and one day off, including staff meetings, and regular duties. Our summer camp season is ten weeks long including pre-camp training. The summer camp position is exempt from minimum wage and overtime regulations per State of Massachusetts wage and hour law. Weekends are required.

**SUMMARY:** The Assistant Program Director works in the Recreational Department. They assist with designing and leading activities to help campers stay active, and have fun. They work alongside the Summer Program Director to plan, implement and manage multiple activity schedules and special events that occur during each week of camp. The activity schedule is the beating heart of camp and keeps each department accountable. Each week is planned chronologically and organized using an Excel Spreadsheet well in advance to give maximum planning time. The schedule is reviewed and signed off by each department leader before finally going to print, it is then distributed to each employee no later than the week before so that planning and preparation can commence.

The Assistant Program Director will complete pre-season professional advancement training and become certified in Archery Level 1 Instruction, and high and low ropes instruction so that they can competently teach rock climbing at our indoor climbing wall, and team building on our Low Ropes Challenge Course. They will also send campers soaring on our 40ft Giant Swing! They will provide supervision and assistance as necessary at various other activities including, Segways, mountain biking, Scavenger Hunts, and drive various water craft including our Pontoon boat and Kayaks. They will demonstrate and teach basic outdoor survival skills like fire starting and host themed parties, Spa night, Karaoke and more! Grotonwood offers fully subsidized training for individuals on the Program Team to become a certified Lifeguard.

### RESPONSIBILITIES:

- Train, manage and motivate a team of Program Instructors and Activity Specialists in various life stages and with various levels of work and life experience
- Evaluate program quality and success, continuously to meet desired standards
- Review and report on equipment needs and supplies
- Ensure local laws and regulations are followed in accordance with Staff Policy Manual
- Assist with de-escalation of difficult conflict situations between campers and/or staff
- Follows Grotonwood's policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, written documentation, and emergencies and hold staff accountable to the same
- Communicate camper/staff/retreat guest needs in a timely manner and hold staff accountable to the same
- Work closely with the Camp leadership to plan and implement special events such as 4<sup>th</sup> of July and Christmas in July
- Work with leadership team to generate all required resources and equipment.
- Process camper records ready for the clinical team to review
- Communicate with department leaders as needed
- Maintain recreation equipment in good order, repair or escalate for repair as necessary
- Attend trainings and meetings

**QUALIFICATIONS:**

- Dynamic, enthusiastic and creative personality with high levels of energy
- Ability to focus and command the attention of large groups of people using attention grabbers
- Ability to work independently, and as part of a team unsupervised
- Actively demonstrate commitment to Christ
- Fast learner: ability to understand instructions, rules and relay them concisely and effectively
- Ability to remain calm and in control in a pressured and fast paced environment
- Ability to deliver against established deadlines/metrics
- Physical ability and stamina to participate in all camp activities in hot/humid conditions
- Ability to manage interpersonal conflict and remain objective

**REQUIREMENTS**

- 21 years or older
- 2-3 years' experience in outdoor recreation, events management, teaching or youth ministry
- 2-3 years' experience in a management or supervisory role
- Ability to pass background checks and provide 3 positive references
- Good comprehension of American English – intermediate level speaking and writing
- Excellent computer Literacy; comfortable using Microsoft Office and/or Apple office suites.
- Excellent customer service - helpful and polite tone over the radio and email
- Excellent attention to detail for well executed plans and themes
- Punctual and schedule oriented - ability to prioritize and manage multiple workloads effectively
- Ability to manage and supervise seasonal recreation staff who are in various life-stages
- Flexible and proactive self-starter with a positive attitude
- Assist campers and staff in emergency situations (fire, illness, or injury)
- Light janitorial duties – maintain standards of safety and cleanliness in the Program Office
- Experience with graphic design, or marketing desirable but not essential

**BENEFITS:** \$250 completion bonus, paid weekend overtime available, all meals, accommodation, airport pick-up and drop off, WIFI, laundry facilities, staff uniform, work out room, use of facilities outside of working hours, weekend transportation for planned staff day-trips, and living in a multicultural and diverse Christian community with people from all over the world.

**PHYSICAL DEMANDS OF THE JOB:** 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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position requires the ability to occasionally lift camp equipment and janitorial products and supplies, up to fifty pounds.

**EQUAL OPPORTUNITIES, EQUITY AND ACCOMMODATIONS STATEMENT:** Grotonwood actively promotes a culture that is free from bias and injustice. We are committed to removing institutional and systemic barriers that result in oppression and racism. We are and will continue to serve and be accountable to marginalized communities, and for creating equitable and sustainable programs where social and restorative justice is woven into every facet, including our hiring practices.

Grotonwood is a proud equal opportunity employer; We are deeply committed to building a workplace and community where inclusion is not only valued, but prioritized. We are committed to creating an environment where all employees feel included and have a strong sense of belonging. All qualified applicants will be considered for employment without regard to race, color, religion, gender, gender identity or expression, family/marital status, refugee or immigration status, sexual orientation, national origin, genetics, neuro-diversity, disability, age, veteran status, or any other non-merit based or legally protected grounds.

We encourage folks from all backgrounds to apply and join us in our mission of providing a Christian camping experience for ALL God's children. Grotonwood is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact Camp Director Breeze Everitt, on 978 448 5763 or by email at [breezee@grotonwood.org](mailto:breezee@grotonwood.org) at least one week in advance of your interview.

**ABOUT GROTONWOOD:** Grotonwood is nestled on over 247 acres of beautiful private woodlands on the shores of Lost Lake. Our facilities include premier hotel style to rustic cabin lodging, a waterfront, log cabin chapel and full-size gymnasium. At Grotonwood, we provide a well-rounded experience for our campers and staff in a nurturing, safe environment with endless opportunities for them to try new things and feel great about themselves!