



Position: Assistant Director of Recreation

Purpose: To support the summer staff and aid in providing a safe, fun environment for campers.

Accountability: Work directly under the supervision of the Program Director.

Qualifications:

- Love for kids and the desire and ability to provide safe and enriching experiences for them.
- Experience in leading groups of peers.
- Be a believer in Jesus Christ and have a desire to share the word of God with others.
- Mature understanding of leadership, responsibility, and teamwork.
- Organized and familiar with using Google applications for recording and inventory.
- Have at least 2 years of experience as a summer camp staff member.
- Preferred: 21 years of age or older.
- Preferred: Certifications in Lifeguarding, Zipline and/or Archery.
- Be available for a paid planning period prior to the start of staff training.
- Be available June 1-July 30 for staff training, work days and camps.

Responsibilities:

- Be actively present around camp by engaging with both campers and staff.
- Serve as the direct supervisor and contact for all lifeguards. This includes coordinating, assigning, and scheduling of pool times and canoe times; work with the Program Director to ensure all necessary responsibilities are covered.
- Oversee regular lifeguard certification checks in accordance with the State of Texas and ACA requirements.
- Monitor and log pool data in accordance with the State of Texas and ACA regulations. Communicate pool needs or issues to the Program Director.
- Oversee archery equipment and scheduling of certified archery staff. Keep inventory of archery equipment and report to the Program Director if supplies or equipment are needed.
- If Level 1 Certified, oversee zipline equipment and scheduling of certified zipline staff. Keep inventory of zipline equipment and report to the Program Director if supplies or equipment are needed. If not Level 1 certified, check in with the Level 1 certified person to ensure that this is being managed.
- Coordinate, plan, and communicate all needs for cabin camp outs. Serve as the direct contact for staff in all camp out related needs.
- Coordinate and plan alongside the Program Director all evening activities during the week. This includes preparing for games, slideshows, etc in advance as needed.
- All other duties as assigned.