

**POSITION DECLARATION  
PART I**

**TITLE:**

Assistant Program Director

**FUNCTION:**

To assist the program director in providing a robust well-rounded program for children and adults throughout the year with primary responsibilities in outdoor education, high and low ropes management, and waterfront supervision.

**LINE OF AUTHORITY:**

Directly responsible to the Program Director.

**REPORTABILITY:**

Meet regularly with the Program Director regarding job objectives. Meet with the Program Director annually to review position declaration and standard of performance. Wages and employment agreement will be reviewed on a calendar year basis.

**ACCOUNTABILITY:**

The person shall be accountable to grow professionally and work as a team member with other staff, upholding camp policy, and extend courtesies and services to the clientele and other persons on the grounds.

**ESSENTIAL FUNCTIONS**

1. Must have the ability to lift 50 lbs. and carry at least 100 feet.
2. Must have the ability to collaborate with other year-round staff to meet the mission and objectives of Camp Alexander Mack.
3. Must have the ability to lead small and large groups in activities.
4. Must have the ability to train and supervise staff
5. Must have the ability to competently use productivity software for scheduling, communication, and financial monitoring.
6. Must have the ability to obtain basic certifications in lifeguarding and challenge course management.

**QUALIFICATIONS:**

1. The person needs to respect Camp Alexander Mack, and be willing to help in the fulfilling of our Mission Statement.
2. The person needs to be at least 23 years of age and have a bachelor's degree in environmental science, education, or a related field OR 2 years of experience in a camp or outdoor education program.
3. The person needs to be easily self-motivated and able to complete tasks independently.
4. The person needs to have supervisory experience and be able to train, work with, and supervise staff and volunteers.
5. The person needs to be able to develop program and learn to write curricula.
6. The person needs to have the ability to work with education professionals as they schedule and plan their events

7. The person needs to be computer literate, with the ability to manage a schedule, program database, and online presence.
8. The person needs to have appropriate emotional maturity and stability.
9. The person needs to work with honesty and integrity.
10. The person needs to have good verbal and writing skills.
11. The person needs to maintain appropriate certifications for camp programs.

## PART II

### **I. Person has responsibility to participate in staff meetings.**

#### STANDARD OF PERFORMANCE:

1. Meet regularly with the Program Director.
2. Share concerns, interests and overall information on camp programs.
3. Participate in the developing of projects.
4. Attend and report to monthly staff meetings.

### **II. Person has responsibility to create, develop, implement, and evaluate the outdoor education program.**

#### STANDARD OF PERFORMANCE

1. Create the basic structure for day and overnight outdoor education.
2. Work with the program, guest services, and food service directors to determine capacity and available schedule for outdoor classes.
3. Develop and implement appropriate protocols for individuals and groups in experiencing the low and high ropes courses, the climbing tower, and zipline.
4. Develop and implement learning opportunities that take advantage of Camp Mack's location and resources.
5. Recommend fees to the Executive Director.
6. Work with the camp registrar to establish calendar, reservation, and documentation protocols for all contracted groups.
7. Execute contracts to provide services.
8. Develop and implement an evaluation tool to use with outdoor education students and teachers to determine areas of needed improvement and growth.

### **III. Person has responsibility for assisting the marketing of the outdoor education program**

#### STANDARD OF PERFORMANCE

1. Contact schools within a 50-mile radius of camp to establish lines of communication.
2. Develop relationships with local schools, educators, and home school cooperatives.
3. Develop relationships with member churches and local service organizations.
4. Create brochures and other promotional materials for outdoor education, challenge courses, and adventure experiences.
5. Develop a social media presence to promote opportunities.
6. Meet with the marketing team periodically as needed or requested.
7. Review the camp website weekly, providing updates to the camp webmaster when needed.

**IV. Person has responsibility to assist in the recruitment, training, and supervision of staff**

STANDARD OF PERFORMANCE

1. Determine staffing needs for program delivery for each season.
2. Develop standards for outdoor education staff.
3. Recruit volunteer and paid staff to meet specific program needs.
4. Train staff to provide quality experiences and good learning for students.
5. Schedule staff as needed.
6. Supervise program staff.
7. Evaluate staff regularly.

**V. Person has responsibility for database and records management**

STANDARD OF PERFORMANCE

1. Maintain complete records of client schools, programs, and student participation for program development and camp records.

**VI. Person has responsibility to support Camp Mack programs.**

STANDARD OF PERFORMANCE

1. Assist the program director in all areas of camp program.
2. Be part of a team of professionals willing to pitch in where needed when available.

**VII. Person has responsibility to grow professionally**

STANDARD OF PERFORMANCE

1. Maintain certifications in waterfront/lifeguard, CPR/AED, archery, and level 1 high ropes, and other areas as directed
2. Pursue and maintain LGI certification.
3. Maintain membership in at least one professional organization related to outdoor education and/or summer camp.
4. Participate in conferences, workshops, and seminars which strengthen skills in education and program at Camp Mack, with the Executive Director approving such events and the camp providing professional growth allowances as the budget allows and the Executive Director deems appropriate.

**VIII. Person has the responsibility to follow through on all others tasks as assigned.**