

Camp Krem

Job Description

Job Title: Outdoor Adventure Camp Assistant Director

Reports to: Program Directors

Position Purpose: Assist with development and delivery of outdoor and adventure activities at the camp. Assist Outdoor Adventure Camp Director with delivering outdoor adventure activities that are safe, fun and appropriate to the campers' age and abilities and encourage a love of the outdoors.

Essential Job Functions:

1. Assist OAC Director with the development and delivery of a fun, safe outdoor skills, education and adventure program that is appropriate for the age and ability of the campers, challenges them to try new things and imparts appreciation of the outdoors.
 - Plan activities that meet the abilities of the campers and encompass skills in nature exploration and identification, outdoor cooking, camping, hiking etc.
 - Plan and deliver activities such as kayaking, rock climbing, backpacking, challenge course, orienteering, archery etc.
 - Evaluate the success of the program and development of campers' abilities and skills
2. Assist with menu plan and preparation of meals.
3. Assist OAC Director with ensuring camp staff and campers know and follow safety and educational procedures.
 - Assist in the implementation of staff training for outdoor skills.
 - Train and guide other staff in their responsibilities in Outdoor Adventure Camp.
 - Ensure campers and staff follow safety procedures.
4. Assist with the management and care of physical facilities and equipment in the Outdoor Adventure Camp area.
 - Maintain the outdoor equipment including cooking equipment, tents, tipis, camp stoves, sleeping mats, lanterns, archery equipment etc.
 - Prepare and implement regular safety checks of equipment
 - Ensure the security of outdoor equipment and supplies including clear inventory and planning for replacement of supplies in a timely manner.
 - Conduct daily check of area and equipment for safety, cleanliness and good repair.

Other Job Duties:

- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Complete required paperwork as assigned by Directors.
- Set up Outdoor Camp area in preparation for camper arrival, ensure the safe storage of supplies and equipment throughout and at the end of the season.
- Assist with administrative tasks in relation to Outdoor Adventure Camp program, as assigned.
- Abide by all camp policies and procedures.

Qualifications:

- Must be at least 18 years old, preferably with college experience
- Current first aid and CPR certification. Wilderness First Aid desired.

- Experience in outdoor and camping skills.
- Supervisory or teaching experiences with children or adults in an outdoor setting, preferably with special populations.
- Willingness to drive camp vehicles.
- Class B license, or willingness to obtain preferred.

Physical Aspects of the Job:

- Ability to lift 50 pounds.
- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program.
- Willingness to live in a camp setting and work irregular hours, delivering program in the environment available.
- Operate with daily exposure to the sun, heat and varying environmental conditions.