

Pilgrim Lodge – Assistant Director Job Description

Supervisor: Director

Supervises: Program Coordinator, General Staff

The Assistant Director plays a key role during the summer camp season by managing elements of day-to-day operations such as staffing for program needs and the chore rotations at Pilgrim Lodge. In this leadership role, the Assistant Director coordinates logistics with the Director, deans and counselors, Program Coordinator and staff to create schedules and assume oversight responsibilities in the absence of the Director.

Assistant Director Duties and Expectations

- Train, supervise and evaluate staff in collaboration with Director & Program Coordinator.
- Play a leadership role in staff activities, meetings, and in-service trainings. Coordinate the agenda of and facilitate staff meetings.
- Fulfill Director's role when Director is off-site or unavailable. Enforce camp rules and policies at all time and report any and all breaches of staff Code of Conduct, camp policy or incidents to the Director.
- Supervise Program Coordinator and General Staff
- Work with Director to complete bi-weekly performance reviews.
- Coordinate the schedule for program staff, general staff and waterfront staff including both programming and chores with input from the Program Coordinator, Waterfront Coordinator and Director to ensure proper utilization of staff time
- Meet with deans in advance of arrival at Pilgrim Lodge to begin coordination of logistics for programming and volunteer paperwork.
- Collect and track all volunteer paperwork.
- Provide camp rosters to deans from UltraCamp for cabin assignments and program planning.
- Attend some counselor meetings (dividing the responsibility with the Program Coordinator and Director) to ensure that all programming needs of the camp are known and camper concerns are identified and addressed
- Manage flow of maintenance and program requests and assign to staff members as needed.
- Be available to campers, counselors, deans and staff for disclosures, homesick campers, and other sensitive issues as they arise. Maintain confidentiality, work to be a non-anxious presence, and collaborate with Director to make decisions and respond appropriately.
- Assemble payroll data (verifying shifts worked and math completed) and submit to Office Administrator
- Track and sign-out/sign-in camp radios and staff keys. Train staff on A/V equipment.
- Answer the camp phone when present in the office and disseminate messages to appropriate parties,
- Support additional administrative functions as assigned.
- Work in the camp store and assist the Office Administrator with store management.
- Lead every other Saturday camp clean up, counselor check-in, and counselor slide show
- Help with social media during the summer season and camper recruitment outreach as assigned.

General Duties and Expectations

- Represent Pilgrim Lodge in a professional manner consistent with its mission, values and Statement of Faith.
- Assist campers, counselors and deans with any and all needs. Model this attitude for the staff and work to cultivate a staff culture of service, generosity and kindness.
- Comply with all confidentiality standards for financial, health or personnel information.
- Communicate with professionalism and maturity.
- Help to build camp morale and sense of community. Encourage growth in fellow staff members.
- Live on-site for the duration of the season and fulfill counselor requirements to supervise and instruct campers as assigned.

- Participate in staff training, activities and meetings.
- Participate in emergency drills and respond to emergencies.
- Fulfill occasional week-long shifts of living with campers in camper cabin (cabin counselor).
- Assist other staff members with their duties when needed including, helping lead group singing and worship services, challenges, assisting in the kitchen with preparing food, dishes and cleaning, and supporting site maintenance projects.
- If certified as a lifeguard, work at the waterfront and keep waterfront program areas safe, neat and presentable.
- Fulfill Community living assignments (i.e.: keeping living space clean, helping set the dinner table)
- Abide by the rules and guidelines set up in the Pilgrim Lodge Staff Manual and Code of Conduct and follow policies of the Maine Conference United Church of Christ.
- Fulfill other duties as assigned

Qualifications:

- Age 21 or older
- First Aid/CPR certification, or ability to obtain such
- Must submit health history records prior to first day of work
- Satisfactory background and reference checks

Knowledge, Skills, and Abilities:

- Experience leading programs and activities with young people
- Understanding of the developmental needs of youth and a love of working with and relating to kids in a positive manner
- Ability to observe camper behavior, assess its appropriateness and apply appropriate behavior-management techniques
- Adherence to safety regulations and emergency procedures
- Ability to participate in an environment that promotes personal growth, community building, and teamwork
- Ability to adapt and be flexibility in changing situations
- Ability to exhibit maturity and role model positive behaviors for campers
- Ability to work independently, organize priority tasks, maintain a high attention to detail and be self-motivated
- Experience with computers and administrative responsibilities
- Willingness to learn and work in a diverse community

Equipment Used:

- Activity equipment, which could include, but is not limited to, sports supplies, music equipment, A/V equipment, photography equipment, lifeguarding equipment, challenge course equipment
- Technology including computer, phone, fax machine, label-maker
- A variety of hand tools and basic power tools (with training)
- Cleaning equipment, including but not limited to cleaning chemicals, mops, brooms, vacuums, dishwasher, washing machines, and dryers
- Golf cart, truck, car (if licensed)

Physical Aspects of the Job:

- Ability to work for long periods of time without sitting
- Ability to lift 30 pounds
- Ability to respond to emergencies and situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury)

Term of Position: This is a seasonal position for Pilgrim Lodge’s summer camp program. The position is not eligible for benefits. Wages are “daily” and food and lodging are provided. Dates of employment will be defined in a written letter of hire and will include staff training.

Mission Statement: *Pilgrim Lodge extends the ministry of the Maine Conference United Church of Christ through quality camping and retreat experiences. Hosted programs at Pilgrim Lodge emphasize spiritual and outdoor exploration, personal growth, authentic self-expression in a safe environment, and intentional community that affirms individual sacredness.*