



Camp Soles JOB DESCRIPTION Associate Director

Apply Online at <https://campsoules.campbrainstaff.com/> or
Email resume & cover letter to andyd@campsoules.org

Camp Soles is located in the Laurel Highlands four-season recreation destination an hour from Pittsburgh, PA. Home to Frank Lloyd Wright's Fallingwater, Ohiopyle Youghioghney River rafting, Seven Springs Ski Resort and state parks, the Laurel Highlands is a hub for outdoor sports enthusiasts: <https://www.golaurelhighlands.com>

Position Summary:

The Associate Director plays an integral role in creating a magical summer camp experience for Camp Soles campers. Under the guidance of the Director, the Associate Director is responsible for managing and supporting camper cabins, counselors and other leadership staff at camp. He/She will be involved in most facets of the summer session and will serve an important role in planning and running activities, scheduling, operation and other areas as needed.

During the non-summer months, the Associate Director will oversee the planning and organizing of camp rental groups and events, participate in the recruitment of campers and staff, oversee the Camp Soles social media accounts and assist in other areas as needed.

The Associate Director is a member of the Camp Soles Leadership Team. Leadership team positions are reserved for teachers, coaches, and other experienced childcare professionals who assume leadership roles at camp.

Reports to Camp Director.

Specific Summer Responsibilities:

- Responsible for the care and safety of the campers and staff
- Assist in creating a culture in which every child has an exceptional camp experience
- Assist in the monitoring of the morale of the staff members (sufficient rest, mental health, etc.) and provide guidance to help them self-regulate
- Be aware of parental concerns which have been communicated to the camp regarding each camper (eg., eating habits, dietary restrictions, special activity requests, medical issues, social concerns)
- Assist with daily and evening programming and activities and possess the ability to lead an event
- Create and manage daily scheduling for camper choice activities
- Assist in the delivery of staff training through specific training sessions and as general support
- Be proactive, accessible and available throughout the camp day
- Take daily photographs of camp activities and submit to Camp Director
- Some duties may be reassigned, and other duties may be assigned as required
- Enforce the principles and policies as well as the objectives and philosophy of Camp Soles

Specific Non-Summer Responsibilities:

- Obtain and maintain certification for lifeguarding or LGI, ropes instruction or supervisor and riflery/archery instruction
- Plan, organize and execute group rentals, weddings and events
- Maintain and update social media accounts
- Assist with camper and staff recruitment
- Assist with office operations and parent communications
- Assist with marketing for group rentals, weddings and events

Essential Functions:

- Be able to lift 40 pounds
- Be able to carry 20 pounds through varying elevations
- Walk, hike, and run in varying terrain and elevations
- Have the ability to work long, hot, and busy days

This description is a summary of the functions of this position. Other duties may be assigned as needed. Camp Soles reserves the right to review and adjust this job description as business needs dictate.

I have reviewed and understand this job description.

Candidate name

Candidate signature

Date

Camp Soles is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, ancestry, age, sex, national origin, disability.