



## **YWCA Vermont Camp Hochelaga Assistant Camp Director Job Description**

**Overview:** YWCA Vermont seeks an experienced, enthusiastic camp professional to provide leadership and management for YWCA Vermont Camp Hochelaga summer residential and day camp programs, community relations, and facilities use. The Assistant Camp Director works closely with the Camp Director to lead a robust, fast-paced camp experience, supervise and support the summer staff team, engage with campers and families, provide administrative support, and ensure camper and staff safety as the top priority. This position is seasonal with an approximate start date in May and end date in September. Exact dates are decided based on Camp Hochelaga's needs. The exceptional candidate will be experienced in program management and supervisory skills, have familiarity with ACA accreditation standards, and two or more years of professional camp leadership experience. Qualified candidates must support YWCA Vermont's mission, *eliminating racism and empowering women*.

**Salary:** This position is classified as seasonal, exempt. Salary is commensurate with applicant's skills and experience.

**Responsible to:** Camp Director

*This is a residential position. Qualified candidates must be able to live on site at Camp Hochelaga for the entirety of the camp season. To apply, please send resume and cover letter to [camp.director@ywcavt.org](mailto:camp.director@ywcavt.org).*

### **Qualifications:**

- Three years' camp staff experience, two years in supervisory capacity
- Ability to provide positive leadership and supervision to staff and campers under the direction of the Camp Director
- Ability to assume all Camp Director responsibilities when director is off site
- Ability to demonstrate sound decision making under stress
- Excellent and professional oral and written communication skills
- Ability to plan, originate, schedule, organize and carry out daily and special programs under the direction of the Camp Director
- Desire and ability to work with children and staff in a rustic, fast-paced outdoor camp setting
- Good character, integrity, adaptability, enthusiasm, sense of humor, patience and self-control
- Ability to work with a minimum amount of supervision

**Responsibilities:**

- Reside on site at Camp Hochelaga and provide leadership and supervision for camp staff in alignment with YWCA Vermont's organizational chart and under the direction of the Camp Director
- Work with the Camp Program Coordinator to facilitate daily scheduling and programming for campers and staff, ensuring that programming offers a mixture of activities.
- Continually evaluate program and delivery to ensure consistency with the mission and goals of YWCA Vermont Camp Hochelaga
- Respond to and assist counselors with camper behaviors
- Plan and lead components of seasonal staff training alongside the Camp Director
- Provide leadership for staff goals development, staff evaluation, and feedback
- Communicate regularly with camp families, receive and respond to family feedback by phone and in person
- Recognize, present, and correct safety hazards; guard the health and safety of all campers and staff at all times, including COVID-19 protocols
- Act as an integral part of the camp leadership team. Be proactive with problem solving staff issues.
- Support in management and leadership of spring and fall volunteer work groups, programs, and rental groups under the direction of the Camp Director
- Engage in administrative tasks of all forms to support both the Office Manager and the Camp Director
- Other duties and responsibilities as assigned. The Assistant Camp Director is a versatile position and requires a high level of adaptability and initiative

**Essential Functions:**

- Ability to communicate and work with a variety of age and skill level groups and provide necessary instruction to staff and campers in a wilderness setting and in the camp setting
- Visual and auditory ability to identify and respond appropriately to environmental and other hazards related to the activity or situation
- Cognitive ability to plan and conduct activities and supervise staff and campers
- The strength and endurance required to maintain constant supervision of campers in all assigned areas while on trips and on duty at camp
- Ability to respect and cooperate with fellow staff and administration
- Ability to participate in a strenuous camp program with campers, while maintaining a high level of energy and enthusiasm

*YWCA Vermont, Inc. does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, sex, gender, national origin, disability, age, sexual orientation, or any other characteristic protected by law.*

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