Adventure Day Camp  
Assistant Director  
Job Description

Adventure Day Camp (ADC), a seven-week day camp for children between the ages of 5 and 11, is part of Campus Recreation at the University of Vermont. ADC strives to provide quality programs for young children and adolescent youth that foster learning, respect, social skills development, community living, and emotional growth in a safe, fun, physically active, and challenging environment.

Supervisor  
Adventure Day Camp Director

Pay Rate  
$12.00/hour with a maximum $.25/year increase (maximum $13.00/hour)

General Responsibilities  
The Adventure Day Camp Assistant Director is a seasonal position (part-time mid-May to early June then 40 hours/week from early June to early August) that oversees the day-to-day operations of one programming unit of ADC and provides leadership to that unit’s staff.

Specific Responsibilities
- Provide direct oversight to camp activities and weekly field trips
- Supervise three activity leaders (aquatics, arts & crafts, and sports & fitness) and a lifeguard
- Supervise and schedule volunteer counselors, if needed
- Plan and organize weekly clubs and camper choice activities
- Assist with the planning and facilitation of staff trainings and meetings
- Adhere to all policies and procedures stated in the employee manual
- Provide on-going, constructive evaluation to ADC activity leaders, including mid-summer and final evaluations
- Assist the director in staff disciplinary procedures involving activity leaders
- Participate in weekly administrative staff meetings
- Provide agenda items to the director for weekly staff meetings
- Provide daily office coverage during scheduled times
- Assist activity leaders during planning times
- Conduct weekly one-on-one meetings with activity leaders
- Collect and review weekly lesson plans from activity leaders
- Purchase equipment and supplies within the parameters of the activities budgets
- Plan and organize weekly field trips, including transportation
- Coordinate field trip logistics with the field trip site representative
- Work with activity leaders to update activity binders and resources
- Assist the director in writing the end of camp report
- Other duties as assigned by the associate director or camp director

Additional Requirements:
- Current CPR/AED & first aid certifications
- 2 years prior camp counselor and/or activity leader experience
- Staff supervision experience (preferred)