



Schooner Summer Camp Operated by Gather New Haven

Position Title: Program/ Alternate Camp Director **Reports to:** Camp Director **Minimum age:** 21

Length of Employment and Scheduling Details: Seasonal, 40 hours per week from late June - mid-August. Staff must be available for **ALL** dates including week long pre camp staff training. Some pre and post camp work may be available.

Position Purpose: Camp offers land and sea based programs on New Haven's unique coastline, based out of the Sound School and the Long Wharf Nature Preserve. The goal is to provide a dynamic and fun educational experience for 80 children each week. Activities pique an interest in coastal ecosystems, marine biology, inspire children to be stewards of their environment, provide a fun and safe summer experience and offer sailing instruction for older campers. Camp operates from late June to mid-August, Monday-Friday. Staff ensure the safe operation, instruction, and communication of camp activities in accordance with the camp mission, policies and procedures. The Program Director oversees the day to day programming at camp. Daily schedule, program materials, breakfast and lunch program, troubleshooting last minute changes due to weather, daily check out of campers, theme days, special events, clubs etc.

Essential Job Functions

- Ensure the safety and well-being of all campers and staff throughout the camp program
- Work as team with other staff to lead and ensure the effective execution of daily camp exercises, activities, free time, meals, clubs and other camp-related activities
- Supervise and support in conjunction with the Camp Director counseling staff including oversight of the Junior Counselors
- Abide by and ensure others adhere to camp policies and procedures
- Serve as a positive role model
- Ensure a high level of standards in all activities.
- Provide one-on-one behavior guidance in conjunction with the Camp Director to campers as needed, within sight of others
- Motivate campers and ensure mutual support and group-building during camp
- Promote character development through the camp program
- Assist with behavioral needs of campers
- Assist with check-in and check-out to help campers transition to and from camp
- Oversight of the breakfast and lunch program with numbers, pick up, delivery.
- Participate in pre/post-camp interactions and communication with parents and campers
- Communicate regularly with Directors on all relevant camp matters
- Participate in pre-camp staff training

Act as first aider for day to day needs.

Supervises: Counseling staff in conjunction with the Camp Director and Junior Counselors.

Position Qualifications Preferred:

- Preferred age 21 or older with bachelor's degree
 - *Able to assume duties as the licensed camp alternate director in the absence of the camp director.*
- Experience at a summer camp or working with youth in a supervisory capacity
- Demonstrated level of maturity and ability to handle all aspects of job description and potential issues associated with camp
- Feel comfortable supervising and supporting staff members
- Background and experience suited to requirements of the position including knowledge in management coastal ecosystems and environmental conservation
- Excellent oral and written communication skills
- Demonstrated ability or strong interest in leading and motivating staff and youth



- Excellent interpersonal skills in working with youth and people of all ages
- Positive attitude and approach to working with youth in ways that convey a deep understanding of developmental needs
- Ability to interact with adults and co-workers in a positive and professional manner. Daily parent interactions in communication and problem solving.
- Ability to be creative and flexible
- Successful completion of background checks and any training required by camp
- First Aid/CPR PRO and Med cert certification (may be acquired after hiring)
- Ready to get dirty, be outside, and have fun with campers all summer long!

Employment Disclosures and Legal Statements. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate. This position involves in person work and socially distanced in-person work related activities under strict adherence to public health practices to minimize the likelihood of contracting the novel coronavirus (2019-nCoV)/COVID-19.

Gather New Haven is an Equal Opportunity Employer. We recruit, hire, upgrade, train, and promote for all positions and job classifications without regard to race, color, religion, creed, gender, national origin, age, physical or mental disability, marital, veteran or disabled veteran status, sexual orientation, or any other status as a member of any other legally protected group or activity.

Candidate is expected to support and promote the organization's position on racial equity, environmental justice, and food justice issues which can include messaging and actions that are in opposition to discriminatory practices that produce inequities associated with the organization's mission.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. **Gather New Haven strictly maintains a drug free workplace, and complies with ADA regulations as applicable.**