

Assistant Director

Bronx House Summer Day Camp Assistant Director will be responsible for staff and camper supervision and administrative duties. S/he reports directly to the Camp Director. This position is part time position beginning immediately.

-Qualifications:

- At least 2 years of camp experience working with a large (groups) population.
- Minimum 21 years of age.
- Demonstrate a solid understanding of customer service.
- Effectively resolve conflict.
- Supervise a diverse seasonal staff and volunteers.
- Demonstrated success in-group and camp program design for children in grades 1st to 6th.
Candidate must exhibit strong interpersonal skills

-Responsibilities include:

- Assist Director with daily operations, including planning campground group activities.
- Assist Director with supervision and training of unit leaders, group camp counselors, and activity specialists
- Assist with camper registration process.
- Recruit support staff.
- Assist the Director in operations for site usage
- Create camp culture through role modeling and framing all activities.
- Ensuring the safety and security of the camp community.
- Attend and oversee off site trips.
- Maintain overall program in accordance with the Department of Health standards.
- Participate in total camp program including, overnights, all-camp events, opening and closing days.
- Participate in camp orientation program
- Communicate with camp families
- Assist with parent inquires on a daily basis and as needed.

Unit Leader

Bronx House Summer Day Camp Unit Leader will be responsible for staff and camper supervision and administrative duties. S/he reports to the Camp Director and Assistant Director. This position is part time beginning immediately.

-Qualifications

- Camp experience. Experience working with children in an outdoor, camp or other residential setting, trip leading preferred.
- Minimum 21 years of age.
- Demonstrate a solid understanding of customer service.
- Effectively resolve conflict.
- Patience, initiative, enthusiasm, proactive communication style, flexibility and energy are a must.
- First aid certification preferred, but not necessary.
- Possession of sound judgment and the ability to manage a group effectively.
- Effectively supervise/guide staff to lead activities and trips and to maintain ample energy.
- Candidate must exhibit strong interpersonal skills.

-Responsibilities include:

- Assist with the supervision of staff and daily operation, including planning campground group activities.
- Assist the director with supervision and training of camp counselors and activity specialists.
- Assist with the camper registration process.
- Recruit support staff
- Assist the Director in all operations for site usage.
- Create camp culture through role modeling and framing all activities.
- Ensure the safety and security of the camp community.
- Attend and oversee off site trips.
- Assist with parent inquires on a daily basis and as needed.
- Maintain overall program in accordance with the Department of Health standards.
- Participating in total camp program including, overnights, all-camp events, opening and closing day.

Assistant Unit Leader

Bronx House Summer Day Camp Assistant Unit Leader will be responsible for staff and camper supervision and administrative duties. S/he reports to the Camp Director and Unit Leader. This position is part time beginning as needed.

-Qualifications

- Camp experience. Experience working with children in an outdoor, camp or other residential setting, trip leading preferred.
- Minimum 21 years of age.
- Demonstrate a solid understanding of customer service.
- Effectively resolve conflict.
- Patience, initiative, enthusiasm, proactive communication style, flexibility and energy are a must.
- First aid certification preferred, but not necessary.
- Possession of sound judgment and the ability to manage a group effectively.
- Effectively supervise/guide staff to lead activities and trips and to maintain ample energy.
- Candidate must exhibit strong interpersonal skills.

-Responsibilities include:

- Assist with the supervision of staff and daily operation, including planning campground group activities.
- Assist the unit leader with supervision and training of camp counselors and activity specialists.
- Assist with the camper registration process.
- Create camp culture through role modeling and framing all activities.
- Ensure the safety and security of the camp community.
- Attend and oversee off site trips.
- Assist with parent inquiries on a daily basis and as needed.
- Maintain overall program in accordance with the Department of Health standards.
- Participating in total camp program including, overnights, all-camp events, opening and closing day.