



ASSISTANT CAMP DIRECTOR

Overview:

Summit Journeys provides transformative experiences through outdoor adventures. throughout the state of Utah, we provide the opportunity for people to explore and expand their notion of their abilities. Summit Journeys' camp programs include outdoor rock climbing, rappelling, sailing, kayaking, paddle boarding, whitewater kayaking, backpacking, and team building activities. Summer Camp Leaders must possess exceptional customer service, group facilitation, strong risk management skills, public speaking, great student role models, and profound leadership skills.

Summit Journeys is partnering with Leadership Academy of Utah, as well as other private partnerships to run summer camps for homeschool students as well as the general public. We are looking for a variety of staff to run our summer camps.

REPORTS TO: Camp Director and/or Executive Director

KEY RESPONSIBILITIES:

Staff Supervision

- Assist with all aspects of staff throughout the week.
- Ensure staff are adhering to policies and procedures.
- Empower staff to be leaders and positive role models.
- Co-Create and co-direct all camp staff training and team meetings.
- Address and resolve staff issues with the Camp Director.
- Assist with staff onboarding and hiring.
- Ensure staff are meeting their job roles & responsibilities.

Camp logistics

- Assist in creating and managing weekly camp schedules.
- Ensure all campers and staff are aware of weekly schedules.
- Assist in coordinating the staffing needs for each week.
- Communicate any changes in schedule to all staff and participants.
- Provide a positive role model for campers.
- Comanage and maintain camp budgets.
- Assist in resolving conflicts with camp and staff participants.
- Create an inclusive environment to foster growth, learning, and safe adventures.
- Adhere to policies and procedures.

Partner Relations

- Communicate any and all partnership issues to Camp Director.



- Assist in resolving partnership issues.
- Assist in providing partnership camp documents.

MINIMUM REQUIREMENTS:

- Must be 21+ years old.
- Must pass a background check.
- Extensive experience in group leadership.
- Overnight Camp experience.
- Strong customer service skills.
- enjoys working in an environment of extensive leadership roles.
- Excellent verbal and written communications skills.
- Must be able to work with minimal supervision and be able to learn quickly and adapt easily.
- Able to work and live on camp property site Monday-Friday, including weekends as needed.
- Able to lift 50 pounds on a frequent basis.
- Ability to walk, stand, and work on feet up to 10 hours a day.
- The ability to move safely over rough and uneven terrain.
- The ability to work in extreme weather.
- Basic manual labor abilities, including an ability and willingness to clean and sanitize facilities with a variety of cleaning agents and chemicals.

CERTIFICATIONS:

- Hold or obtain First Aid & CPR.

PREFERRED EXPERIENCE AND QUALIFICATIONS:

- Wilderness First Responder Certification.
- Overnight Camp experience.
- Outdoor recreation experience: Rock Climbing, Rappelling, WhiteWater Kayaking, Sailing, paddle boarding, Hiking.

COMPENSATION:

\$1000 per week, depending on experience.
Food and lodging provided.



SCHEDULE:

- Mandatory paid in-person training: May 4th- May 8th. May 21 & 22nd. May 27th-30th.
- Summer Camp Dates: June 1st - July 18th.

For questions about this position, please reach out to: camp@summitjourneys.org