

Center for Disability Services



Where people get better at life

CLOVER PATCH CAMP

Assistant Director Job Description

Job Summary

The Assistant Director assists in the overall administration and operation of camp.

Essential Duties and Responsibilities

- Assume camp director's position in his/her absence
- Supervise activity leaders and direct care counselors on a daily basis to ensure safe, high quality programming and service delivery
- Assist with all camp preparation and clean-up as needed
- Participate in the evaluation of staff
- Participate in program and curriculum development
- Assist in camp staff orientation
- Provide transportation or accompany campers and staff for medical attention as directed by the camp nurse or camp director
- Participate in incident investigation and implementation of corrective action plans

Working Environment

- Work six days in a row
- Must reside at camp in a private cabin with kitchen facilities
- Constant community living
- Subject to environmental influences such as inclement weather, insects, heat, etc.
- Caring for multiply disabled children and adults with involved needs

Physical Demands

- Frequent lifting and/or carrying of adults and children for short distances
- Swimming on a daily basis

To enable and empower people, primarily those with disabilities, to lead healthy and enriched lives