



# SYP Assistant Director Job Description

## Dates of Employment

June 9 – August 15, 2008

## Qualifications

- 21 years minimum age, preference given for Bachelor's degree.
- Eager to supervise a group of staff (high school age and above).
- Experience with residential camping programs, working with and supervising children and camp staff, wilderness trip leading, other leadership experience, and a background in natural history, ecology, and/or environmental education.
- Experience with coordinating programs, schedules, and staff
- Current First Aid, CPR, and Lifeguarding

## Responsibilities

- Plan and implement a week-long staff training session.
- Participate in staff training sessions and all sessions of SYP.
- Assist in the management of SYP staff, including informing the staff of Wolf Ridge policies and procedures, training staff, scheduling sessions, and managing disciplinary actions.
- Provide primary contact to parents and guardians of campers during registration and disciplinary actions.
- Direct, plan and implement summer day camp
- Act as support to SYP staff including assisting with discipline of campers, substituting as an instructor if necessary, approving curricula, and providing advice on job related skills.
- Assist in the management of campers, including scheduling, room assignments, discipline, and medical concerns.
- Assist with camp set up, registration of campers, van driving and camp clean up.

## Compensation

- \$320 per week.
- Private room in staff apartment, shared kitchen, bathroom, and laundry facilities.
- Meals when program is in session.

## To apply

For more information about the position, please contact Jenny Bushmaker at 218-353-7414 or [summercamp@wolf-ridge.org](mailto:summercamp@wolf-ridge.org) For application materials, please visit our website at [www.wolf-ridge.org](http://www.wolf-ridge.org)