



## Seasonal **Assistant Director** Job Description

Reports to: *Program Director and Staff Development Director*

### Position Purpose

Assistant Directors fulfill all general duties of a CEDARS counselor. ADs assist Program Directors with staff mentoring and evaluations; program scheduling; and special responsibilities such as managing between-session campers, planning special events, leading trips, managing inventory and bookkeeping, managing key activities and equipment, and more. These extra duties are always secondary to running a harmonious cabin and being present for your campers and junior staff.

### Essential Job Functions

1. Practice Christian Science
  - Let your light shine! Campers treasure your unique example as a practicing Christian Scientist.
  - Pray daily for yourself, your cabin, and the camp.
  - Follow the Golden Rule.
  - You are a role model for campers and staff: be a good example at all times.
  - Keep the mental environment unpolluted! Conversation should be uplifting, supportive, tasteful.
2. Care for Campers
  - Love your campers and get to know them as individuals.
  - You are a professional caregiver and a surrogate parent during campers' stay at CEDARS! Nurture them with the same thorough care they receive at home.
  - Ensure that your campers are well-supervised at all times.
  - Keep an eye on camper cleanliness—daily showers, clean clothes, sunscreen, etc.
  - Put the campers' needs above your own.
3. Host/Hostess at Meals (one Senior Counselor per table)
  - Ensure that all campers at your table get a good meal.
  - Model and teach good manners.
  - Work to build a sense of family through inclusive conversation, shared responsibility & mutual respect.
  - Help maintain a sense of order and respect throughout the Lodge, especially when someone is on stage.
4. Teach Activities
  - Deliver metaphysicals ("mets") that show campers how to apply Christian Science to every activity.
  - Help further campers' skills.
  - Ensure that activities are safe, inclusive and fun.
  - Stay on schedule.



**Cedars  
Camps**

5. Communicate and Support
  - Complete paperwork in a timely and professional manner: letters home, Quality Awards, counselor evals, forms for the office, etc...
  - Meet daily with your cabin staff team and debrief the day, plan for tomorrow, support each other, and discuss cabin needs.
  - Report upward as needed: Report to your Program Director and/or the Practitioner any significant or repeated breaches of the Camper Code of Conduct. Your Directors and the Christian Science Practitioner are there to support you and need to know about challenges/successes in your cabin and activities.
  - Respect Directors' decisions, knowing that they were informed by thought, prayer, and experience-- but also feel free to ask questions and raise concerns.
6. Care for Cabins, Activity Areas and Camp Property
  - Maintain a sense of order and cleanliness within your cabin home.
  - Leave activity areas better than you found them.
  - Respect camp property. Pick up trash. Help keep our energy bills down by turning off fans lights and water when not in use.
  - Promptly report any maintenance needs by filling out a "green slip" request form. Urgent matters go directly to the Maintenance Director.

## Other Job Duties

- ◇ Lead Cabin
- ◇ Create (or delegate) a cabin "job chart" for Morning Inspection & inspect cabins on your assigned day
- ◇ Attend daily morning meetings (only one SRC per cabin)
- ◇ Lead cabin Bible Lesson Study
- ◇ Teach activities (be on time!)
- ◇ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ◇ Help deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ◇ Assist in the planning of any special event, if asked.
- ◇ Fulfill the duties of Counselor of the Day (COD) & Asst. COD on your assigned day
- ◇ Mentor SRCs, JCs and CITs
- ◇ Complete evaluations for cabin staff at the end of each session
- ◇ Lead within your program area as a mentor
- ◇ Discern and communicate program needs up and down the organizational hierarchy
- ◇ Assume responsibility for program extras (i.e. store, pictures, etc.)
- ◇ Supervise campers during inter-session staff training
- ◇ Assist PD with program scheduling
- ◇ Assist SDD with staff evaluations and mentoring
- ◇ Fill in on special event programs, as needed



## Relationships

*Assistant Directors will work closely with counselors, kitchen staff, program specialists, office, and maintenance staff. The expectation is that all relationships will be harmonious, and that all communication will be respectful and appropriate.*

## Qualifications

- ◇ Must be at least 18 years of age
- ◇ Has passed the CIT course
- ◇ Has served as a Senior Counselor
- ◇ Ability to interact with all age levels

## Knowledge, Skills, and Abilities

- ◇ Understand the development needs of youth.
- ◇ Ability to relate to youth and adults in a positive manner.
- ◇ Demonstrate knowledge and skill in program areas designated camp program areas.

## Physical Aspects of the Job

Ability to communicate and work with groups 2nd-12th graders, and provide necessary instruction to campers and staff.

- ◇ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◇ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ Ability to respond appropriately to situations requiring calm, spiritual thought. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.