

# Job Description



## **Camp 7**

**17846 Kimball Creek Road  
Collbran, CO 81624**

**Job Title:** Assistant Director

**Status:** Part-Time/Full-Time

**Wage:** \$14.00/hour

**Dates:** April 1<sup>st</sup> – August 7<sup>th</sup>, 2020

**About:** Camp 7 - S.O.A.R. (Seeking Out Adventure and Recreation) is a mobile summer day camp dedicated to providing youth with an amazing experience featuring an array of outdoor recreation activities and education. Following a planned theme, S.O.A.R. travels to a variety of exciting locations including the Camp 7 property, an ideal setting for youth to immerse themselves in nature and the unique Colorado landscape. Activities include, but are not limited to: archery, horseback riding, nature exploration, museums, rec centers, swimming, water craft, athletics, air rifle, tomahawk, hiking, camp craft, fishing and overnights in authentic Sioux teepees.

**Knowledge and Experience:** Previous experience working with youth in a group setting; a camp and/or recreation setting preferred. Experience in planning and leading field trips desired. Previous supervisory experience preferred. Sensitivity to children's needs and interests as well as the ability to communicate effectively with them. Ability to make decisions on location with minimal supervision. Knowledge of a variety of recreational activities including: organized sports, camp craft, group games, songs, skits, etc. Expertise/certification in a skill/activity is preferred; skills may include: lifeguard, rock climbing, archery, kayak/canoe, horseback riding, sports, environmental interpretation, etc.

**Responsibilities:** Assist Camp Director in scheduling camp activities, field trips and special events. Assist in designing and leading staff training. Complete administrative tasks in preparation for opening day. Maintain all camp safety and health regulations and rules. Supervise and support all Counselors and CITs (Counselors in Training). Be a presence at camp activities and field trips and act as Counselor as needed. Supervise children and ensure their safety at all times. Keep accurate attendance of assigned group of 10-15 children at all times. Troubleshoot parent questions and maintain cooperative relations. Assist in preparing for weekly staff meetings. Transport children to and from camp/trip locations using 15-passenger van as needed. Assume responsibility for camp/van clean-up at end of day.

**Minimum Qualifications:** Must be at least 21 years old. Must have verifiable education or training in work with school-age children in such areas as recreation, education, scouting or 4-H. Have a strong desire to work with children and be a good role model. Good time management, problem-solving, communication and organizational skills. Ability to take direction and work with a team. Must be able to lift up to 50lbs. and have the strength and endurance that daily field trips may require. Must be able to pass a criminal background check.

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Applicant must have completed at least one of the following qualifications:

- A 4-year college degree with a major such as recreation, education with a specialty in art, elementary or early childhood education, or a subject in the human service field.
- Two years of college training and 6 months of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of 18, in the care and supervision of 4 or more children.
- Three years of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of 18, in the care and supervision of 4 or more children.

**Training:** Staff training will be held prior to camp. Staff must attend training in order to work with Camp 7. Applicants must attain all required certifications (First Aid, CPR, Standard Precautions, etc.), some of which will be provided during staff training. Camp 7 may ask that applicants attain certification at applicants' expense. Certifications must be complete by required date to work with Camp 7. Dates are subject to change and staff may be considered for shoulder season programming.

**Applying:** Please send application, resume and cover letter to Kelsey Sprys, Camp Director. Applications can be emailed or mailed to the address below. Applications will be accepted until **Monday, March 2<sup>nd</sup> at 4:00pm.**

**Email:** [kelsey@camp7.us](mailto:kelsey@camp7.us)

**Mail:** 2695 Patterson Rd.  
Suite 2 – 282  
Grand Junction, CO 81506

**Office:** 532 Iowa Ave.  
Palisade, CO 81526

**Phone:** 970-628-5331