Job Title: Assistant Camp Director  
Job Type: Full-time  
Direct Report: Camp Director  
FLSA Status: Exempt  

Organization Overview  
Victory Junction is a year-round camp facility that provides fully accessible on-site and off-site programming for children with complex medical conditions at no cost to their families. Victory Junction’s adaptive, intentional programming includes summer camp, family weekends, day programs, equine therapy, pediatric patient outreach, and partner programs. By removing all barriers, Victory Junction welcomes children with serious illnesses and chronic medical conditions to experience camp fun, all in a medically-safe environment. Victory Junction is a member of SeriousFun Children’s Network and is accredited by the American Camp Association.

Job Description  
The Assistant Camp Director of Victory Junction provides the means of fulfilling the mission statement by providing oversight of program planning and leadership to the camp program team with direct support from the Camp Program Director. This position will work directly with full-time, seasonal and volunteer staff to ensure the highest standard of programs are provided for the children that Victory Junction serves.

Essential Duties & Responsibilities  
The following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Supervise various members of the program team and provide support in facilitating the planning of camp programs, schedules, volunteer management and evaluation systems for family weekend programs
- Will provide oversight and communications for the planning of weekend family programs ensuring that all systems are organized and delivered in a timely manner
- Act as liaison for partnership/rental model programs
- Continuous review camp policy materials to ensure they are updated to reflect any changes made
- Assist the Camp Director with development and implementation with all phases of staff and volunteer recruitment including advertising, interviewing and selection of staff and volunteers
- Assist leadership team in planning and implementation of staff and volunteer orientations
• Assist in development and coordination of summer leadership team training
• Assist Camp Director with supervision of all seasonal full time and volunteer cabin counselors
• Assist the full-time Program Managers in the supervision, development, and mentoring of the summer staff and volunteers
• Assist Camp Director as needed to develop and maintain a system for evaluating all summer seasonal cabin staff personnel
• Provide leadership support for Program Support Manager in coordinating all family weekend retreats, including coordinating and delegating all responsibilities pertaining to Family Weekend retreats
• Provide an atmosphere for good morale among camp families
• Be an active team player and contribute/promote a positive, professional culture for all
• Foster a culture of Diversity, Equity and Inclusion
• Any other duties assigned

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Education & Experience
• Bachelor’s degree in Recreation Management or other related field
• At least two years of relevant experience in camp programs and administration
• Certified training in crisis intervention
• C.P.R./B.L.S. certification
• Ability to supervise and evaluate staff, volunteers and campers
• Ability to plan, originate, organize and carry out weekly and special programs
• Excellent communication and organization abilities
• Excellent public relations skills
• Demonstrated leadership and delegation abilities
• Problem solving and conflict resolution abilities.

Please submit cover letter and resume to work@victoryjunction.org.

Victory Junction is an Equal Opportunity Employer providing equal employment opportunities to all employees and applicants without regard to medical condition, physical ability, race, color, ethnicity, gender, sexual orientation, gender expression, religion, national origin, age, socioeconomic background or any other characteristic protected by federal, state, or local laws. We are committed to diversity, equity, and inclusion and strive to remove barriers and provide opportunity and access for all people.