



# Assistant Director

## Job Description

### **Vision & Mission**

Athena Camps vision is to build communities of empowered girls who inspire and uplift each other in order to have a positive and lasting impact on our world.

Athena Camps' mission is to inspire courage and build confidence in girls through a unique combination of athletic, creative, emotional, and social activities in a nurturing community. We help girls aged five through thirteen develop their whole selves. Athena Campers participate in sports and creative exercises to learn how to give and receive positive affirmation, make new friends, and acquire the strength and grace to be their best in every situation.

### **Job Description**

Athena Camps was created out of a deep desire to give girls a place to find their inner strength, experience sisterhood, and shine. All Athena Camps are led by strong women passionate about teaching girls how to bring the best out in each other - whether in the classroom, on the playground or in competition.

Athena Camps is looking for outstanding leaders to direct our two sites for our Summer 2019 season. The Assistant Camp Director will work closely with the Camp Director to provide overall leadership and oversight for all camp programs. Alongside the Director, the Assistant Director will be responsible for the overall success of three distinct, weeklong summer day camps on one campus. The Assistant Camp Director will manage staff and lead several camp programs, including the Athena's High School Internship program and the Extended Care program.

The Assistant Camp Director will influence the culture and organization of the camp, overseeing three separate day camps, 9 coaches, 9 high school interns, and up to 96 campers per week, ranging in age from kindergarten through 8th grade. An important aspect of the job is addressing concerns of parents, caregivers and campers in a way that is aligned with the Athena Camps vision and mission.

The Assistant Director will be involved in hiring, training and the continuous improvement of coaches and interns in teaching sports, guiding art projects, and facilitating age appropriate group discussions for girls.

The Assistant Director will teach campers, role model for coaches, and motivate and inspire a newly formed team of coaches to be at their best.

Additional responsibilities will include facility management, camper safety, emergency preparedness and response, day-to-day operations, community relations, marketing, customer service, and other duties as assigned or necessary. Assistant Directors are the face of Athena Camps in the communities they serve.

The camps are located on elementary school campuses in San Jose (San Jose Christian School), and Los Altos (Gardner Bullis School), CA. Athena Camps operate from 8:00am - 5:30pm, Monday through Friday, June 17 – August 9, 2019.

## **Job Requirements**

The Athena Camp Assistant Director is passionate about cultivating strong, expressive, and confident girls and young women. Ideal candidates have the following qualities and experience:

- Passionate about building the self-esteem, resiliency, courage, and confidence of young women and girls
- Friendly, outgoing, energetic, and confident teaching, guiding, and inspiring young women and girls
- Flexible, takes initiative, and is proactive in a fast-paced, youth-centered environment
- Strong organizational skills and attention to detail
- Excellent communication skills, both written and verbal, with a variety of ages (parents, coaches, and campers)
- Excellent problem solving, conflict resolution skills, and customer service expertise
- College Degree – BA/BS degree and teaching credential preferred
- Sports and/or artistic experience preferred
- 2+ years experience teaching and/or coaching youth
- 2+ Management / Supervisory Experience
- Summer Camp experience a plus

All candidates accepted for the position will be required to provide a CPR and First Aid Certification, a current TB test result and undergo a fingerprinted background check by the Department of Justice.

## **Essential Duties & Responsibilities**

- Learn curriculum prior to staff training
- Practice and occasionally prepare lesson materials and deliver instruction
- Make changes to curriculum as needed to improve the camper experience and/or accommodate individual campers
- Provide leadership, energy and camp spirit for campers, constantly addressing group dynamics alongside the needs of individual campers
- Supervise Coaches and Interns while they are coaching/teaching and inspire them to become excellent role models and teachers
- Fill in for Coaches and/or Director when necessary
- Support camper check-in and check-out process
- Provide excellent customer service to parents by immediately addressing concerns, and constantly communicating with them about their camper's experience
- Assist with daily setup and cleanup of camp
- Contribute to and occasionally participate in all camp activities, and snack and lunch supervision

**Pre-Camp (February – May); approx. 5-10 hours per week, can be evenings and weekends**

- Attend Kick off Retreat in February
- Build enrollment at your camp through various marketing activities. Activities and hours vary by site, but may include attending events, sending emails, calling families, and/or other community marketing efforts
- Weekly (in person and remote) Director Meetings and/or Trainings: February – June
- Recruit, interview, and hire outstanding coaches and an Assistant Director for site
- Plan, coordinate and lead portions of Coaches Training: June
- Organize, pack, and deliver of all camp supplies: May 20 – June 16
- Assist with Mandatory Coaches training June 12-15 ALL DAY in San Jose, CA
- Lead all Camp Set up efforts for both sites, including all coordination with school personnel and recruiting and organizing volunteers. Dates: June

### **During Camp (June -August); approximately 40 hours per week**

- Create a physically safe and inviting, emotionally secure, and organized environment for all Athena Campers
- Serve as the a secondary contact for all facility issues, reporting to the school site administrator and working closely with the custodial staff daily to ensure the safety, security and cleanliness of the facilities
- Educate, empower, inspire and motivate coaches to create and sustain a positive, uplifting environment for all Athena Campers. Assistant Director will oversee and monitor coaches while teaching tennis, volleyball, soccer, basketball, yoga, running, softball and fitness to ensure positive, strengths based, age and developmentally appropriate language and activities. There may be times when it is appropriate and helpful to jump in a role model how to teach a lesson.
- Monitor coaches and interns to ensure all art activities, group discussions are age and developmentally appropriate and engaging. There may be times when it is appropriate and helpful to jump in a role model how to teach a lesson.
- Serve as the secondary contact at site for parents of both camps - answering questions, resolving conflict, problem solving, communicating information, liaison for coaches and parents, providing individualized attention, reports, and success stories for each parent and caregivers.
- The Assistant Director is generally responsible for ensuring a positive experience for all Athena Campers and their parents at their site
- Manage camp inventory, adhere to expense budget, track income and receipts, and provide weekly reports.
- Oversee Extended Care program, making sure it's staffed adequately, kids are safe, supervised and picked up, and ensure facility and camp equipment is safe and secure upon daily departure.

- Oversee High School Internship on site, training and supporting Interns in their role.
- Assist Camp Director with creating of weekly camp slideshows, taking pictures, video, organizing photos, making and presenting fun slideshow for campers and parents on Fridays.
- Support season camp Cleanup efforts for site, including all coordination coaches, school personnel (Principal, custodian, teachers), and Athena Managers to deliver all supplies to storage and make sure school site is left in excellent condition.
- Other duties and requests

## **Compensation**

The Assistant Director's compensation is based experience, range \$600-750 per week.

## **To Apply**

On the Athena Camps website, go to the "Our Team" page and click the "Apply" button at the bottom of the page. For questions, contact [info@athenacamps.com](mailto:info@athenacamps.com)