



The Bishop's Ranch

Assistant Camp Director

Job Description

The Assistant Camp Director (A.C.D.) works alongside the Camp Director to create a safe, fun and transformative camp experience for campers and staff. The A.C.D. will be an energetic, flexible and empathetic leader who will participate in program planning, guide the camp schedule, and assist the Camp Director in managing staff. The A.C.D. will be competent to lead the staff and be responsible for the camp program, campers and staff while the Camp Director is off-site.

Responsibilities Prior to Camp

- Participate in Leadership Training
- Help develop weekly camp schedules
- Plan and facilitate camp staff training with Camp Director
- Learn how to manage The Bishop's Ranch day-to-day maintenance to keep camp safe and running smoothly

Responsibilities During Camp

- Provide leadership to staff as an example of the values of The Bishop's Ranch.
- Foster camaraderie and a safe place for campers and staff.
- Co-lead staff training, all camp sessions, and enthusiastically participate in all parts of the camp program. Be ready to lead the camp program
- Assist the Camp Director with the following responsibilities:
 - Ensure that all campers and staff are constantly accounted for.
 - Help staff and campers adhere to the daily schedule.
 - Ensure staff assignments are made and carried out each day.
 - Ensure camper and staff ratios are safely maintained at all times
- Develop a weekly program schedule with the Camp Director
- Take responsibility for camp when the Camp Director is off-site or on a break.
- Support Ranch Hands and CITs in small groups, workshop planning, large group games, and evening activity planning, implementation, and evaluation.
- Monitor and uphold safety and health standards as dictated by The Bishop's Ranch, the Diocese of California, and the American Camp Association.
- Work to build a community of unconditional love
- Welcome Ranch Hands and CIT's into the community with warmth and support

Responsibilities After Camp

- Collaborate on post-summer follow up, evaluation and goal-setting
- Discuss staffing recommendations for the following summer
- Make sure all program materials are inventoried and stored appropriately.



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Requirements

- Leadership and management experience in camp and non-camp environments
- First Aid/CPR certification (offered during staff training)
- National background check and voluntary disclosure statement
- Sign and agree to live according to The Bishop's Ranch Camp Community Covenant
- Complete a Safe Church online training and a Medical Information Form
- Commit to work the entire summer program plus an additional ½ week before staff training starts.

Physical Requirements

- Physical ability to provide first aid to campers or staff (after completion of certification course).
- Move quickly and communicate clearly in an emergency
- Be able to stand for prolonged times, bend intermittently, walk long distances, hike on varied terrain including inclines and declines.
- Requires hand-eye coordination and manual dexterity to manipulate outdoor equipment and camp supplies
- Requires typical range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs
- Ability to lift up to 25 lbs
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, etc.

Compensation

- Weekly stipend starting at \$500
- Room and board at The Bishop's Ranch for the period of employment
- First Aid/CPR certification upon successful completion of the course during Staff Training