

Class Code:.....1227
Position#: (PSA)... (E)
Developed by:.....MD
Reviewed by:.....DLJ
Approved by:.....
Date:.....3/17

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Camp and Events Assistant, W. Alton Jones (WAJ)

DIVISION: Administration and Finance

REPORTS TO: Manager, WAJ/Business

GRADE: 5

SUPERVISES: Support staff

BASIC FUNCTION:

Manage the summer camp programs at the Environmental Education Center (EEC) facilities, including, additional management support to other campus-based events. Work closely with the staff to develop a creative, fun, and safe environment for all staff and campers and also promote an appreciation for the environment in accordance with the W. Alton Jones Campus mission. Provide leadership and interact daily with families, community members and outside liaisons. Act as a face to the W. Alton Jones community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan summer camp programs and develop a business plan in conjunction with the business manager.

Order camp supplies, schedule off campus field trips and make reservations.

Provide supervision, leadership and training to the Environmental Education Center's summer staff.

Prepare and annually update summer staff training documents.

Hire and train all summer staff: camp coordinators, junior counselors, counselors and waterfront staff.

Responsible for cabin assignments, group rosters, program schedules and staff schedules.

Utilize BunkOne camp registration software.

Perform staff evaluations at mid-summer and end of summer.

Communicate and coordinate daily with nurse, kitchen, custodial and maintenance staffs.

Communicate with families and give family tours.

Maintain records per American Camp Association standards.

Maintain social media sites.

Plan and execute off-season events.

OTHER DUTIES AND RESPONSIBILITIES:

On-call status while participants are in residence.

Coordinate with marketing personnel to drive program enrollment.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software. Valid driver's license, First Aid and CPR certifications required.

ENVIRONMENTAL CONDITIONS:

This position is subject to both inside and outside work. Extreme cold and hot temperatures may also be encountered.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Demonstrated experience in camp administration; Demonstrated verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated supervisory experience; Demonstrated ability to interpret institution policies, plans, objectives, rules and regulations and communicate the interpretation to others; Demonstrated presentation skills; and, Demonstrated ability to work with diverse groups/populations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.