

Camp Sweet Life Adventures, Inc.

Job Description for: ASSISTANT to Counselor Director Update: Aug 2025

Position Overview:

To assist in the support, health, safety, and enjoyment of campers by collaborating with the Camp Director, Medical Director, Counselor Lead, CIT Lead, Program Leads, Nutritionist, and all staff to ensure a well-organized and successful camp experience.

Essential Job Functions:

- Assist in the review and enhance camp and pre-camp curriculum as needed.
- Assist in the recruitment and retention of counselor staff.
- Assist with Counselor Lead to collaborate with the Camp Director, Medical Director, Administrative Assistant, CIT Lead, and Program Team.
- Attend Camp Committee meetings virtually or in person.
- Assist in the counselor/CIT curriculum during camp sessions.
- Assist in facilitating pre-camp training and curriculum.
- Maintain high leadership standards in program activities, camper safety, and overall health.
- Assist in conduct performance evaluations for CITs and counselors.
- Assist with lead counselor to lead daily meetings on topics set by the Program Director(s).
- Report incidents and accidents promptly to the Counselor Lead / Camp Director and assist with follow-up.
- Guide Counselors in your group in understanding and fulfilling their roles effectively.
- Check in daily with Counselor Lead and assist in documentation of counselor performance and behavior.
- Assist in the recap with the Lead Counselor and CIT Coordinator to recommend staff for rehire in the following camp year.
- Perform other duties as assigned.

Requirements

- At least 21 years of age.
- Awareness and/or knowledge of the needs of growing children and ways in which informal education/recreational programs can fulfill those needs.
- Ability to supervise and work with children, adolescents and adults individually and in groups.
- Previous experience as a counselor, administrator, or supervisor in an organizational group is desirable.
- Demonstrated ability to supervise staff and campers.
- Demonstrated ability to plan, organize, and carry out daily and special camp programs.

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Physical Demands

- Good Physical and mental health, neat, clean, and well groomed.
- No documented health conditions that may be affected by camp setting.
- The ability to live in a camp environment with rough terrain, exposure upon occasion to the outdoor elements, and to live in close proximity to colleagues day and night.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.