

Job Description: Assistant Director

The Assistant Director will report to First Baptist Summer Enrichment Camp Director.

Job Overview:

The Assistant Director is responsible for assisting the director with planning, managing, and directing the summer program. The Assistant Director also supervises teachers, provides mentoring to the students, and interacts with the parents.

Responsibilities and Duties:

- Assist the director with administration, management, and supervision of the summer camp program
- Assist with developing and implanting plans and goals for the camp
- Work with the director to supervise daily operations
- Assist with staffing schedule
- Create positive educational climate for students to learn in
- Fulfill duties as assigned by the director

Qualifications:

- Proven work experience
- Experience in performance and operations management
- Ability to communicate effectively orally and in writing
- Creative and energetic
- Excellent organizational and leadership skills
- Aptitude in problem-solving

Applicant

Date

Director

Date