

# BYM Camps

## Deputy Director – Position Description

### **Overview**

The Deputy Director's primary role is to support the Director(s) in the work of programmatic evolution and implementation. The Deputy Director will help lead and manage the staff while simultaneously supporting their leadership development. The Deputy Director will provide consistent and clear feedback to the Director(s). The Deputy Director will assist in preparations for the camp season, specifically with the design and execution of Pre-Camp, and all of the trainings and community building activities held therein. The Deputy Director will refine and tweak camp systems, including but not limited to feedback structures, daily and weekly schedules, how activities and workshops are planned, and how trips are managed. The Deputy Director will be trained and authorized to step into the Director role when no Director is present.

The Deputy Director is a leader and steward of the community, ensuring everyone is included and engaged, and fostering positive staff dynamics. The Deputy Director also helps to orchestrate smooth logistical operations. The level and nature of support needed varies according to the personnel and their skills, and to the needs of the camp. Therefore, the details of the position change annually. Overall, the Deputy Director works toward the goal of a generative and joyous summer for campers, families, and staff, and toward a constantly growing and improving program.

**Reports to:** Camp Director(s)

The Deputy Director will support the Director(s) by performing some of the following **Duties and Responsibilities**, as assigned:

### **Off-Season**

- Plan and design Pre-Camp
- Help with recruiting, interviewing, and hiring of staff
- Help with recruiting of campers and engagement of families
- Refine, tweak, and improve camp systems
- Provide for continuity of institutional memory and facilitate programmatic growth
- Support the Director in post-camp reflection, annual report, and action steps for next year
- Give consistent and clear feedback to the Director(s)
- When possible, collaborate with other Directors, and work to improve the entire program

### **Pre-Camp**

- Co-facilitate and co-lead the meetings, trainings, and work of Pre-Camp
- Help to set the tone of camp

- Support the staff, their preparation for the summer, and their professional development
- Facilitate among staff a greater understanding of childhood / adolescent issues and childhood / adolescent development
- Facilitate meaningful discussions about diversity, equity, and inclusion issues in the context of the camping program
- Prepare staff to use a variety of conflict resolution approaches with campers and co-workers

### **During Camp**

- Support the Director(s) and all staff members
- Meet regularly with the Director(s), and check in regularly with staff and counselors
- Provide clear and consistent feedback to the Director(s), staff, and counselors
- Facilitate staff meetings along with the director and other staff
- Planning and running staff workshops and camp activities
- Step into Director role when no Director is present
- Respond to emergencies as needed
- Communicate with parents as needed
- Build and nurture community among staff, counselors, volunteers, and campers
- Understand, interpret, and address individual and interpersonal dynamics of staff
- Understand, interpret, and address individual and interpersonal dynamics of campers
- Support and nurture the leadership of staff from a wide variety of backgrounds
- Bring new ideas and add creative twists to keep camp engaging for counselors and campers and staff, and to help the camp continue to grow and evolve

### **Desired Skills and Qualifications**

- Belief in the value and practice of servant leadership
- Several years' experience working for the BYM camping program
- Ability to be present on-site for Pre-Camp and at least one session of camp
- High level of maturity and responsibility
- Diplomacy, tact, and the ability to keep information confidential
- A can-do, positive attitude, even in challenging circumstances
- Excellent verbal communication, and excellent listening skills
- Strong organizational skills and good self-care
- Awareness of dynamics of diversity, including race, class, gender, sexuality, and a desire to help BYM Camps grow as an inclusive program

### **Compensation**

- \$800 per week of on-site work
- \$20 per hour of pre- and post-season work, with expectation of 80 hours of work
  - Full-season Deputy Director would earn a total of \$8000
    - \$6400 for eight weeks of on-site work
    - \$1600 for 80 hours of pre-season work
  - Single-session Deputy Director would earn a total of \$4000
    - \$2400 for three weeks of on-site work
    - \$1600 for 80 hours of pre-season work