



OVY Camp 2024

5360 La Honda Road, San Gregorio, CA 94074 • (650) 747-0321 • www.ovycamp.org • info@ovycamp.org

Assistant Director Application

***Please attach a resume and the names and contact information for three professional references.**

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apt. #

City State ZIP Code

Home Phone: () _____ Email Address: _____

- Are you at least 21 years of age? **Yes** **No**
- Are you willing to have your fingerprints taken and processed through state and federal agencies and/or submit to a background check conducted by an agency of our choice? **Yes** **No**
- Are you willing to abide by our "No Alcohol, No Illegal Drugs" policy? **Yes** **No**
- Were you ever discharged from employment for any other reason except lack of work, funds, disability, or medical condition? **Yes** **No**
- Are you legally entitled to work in the United States? *(If you are hired, you will have to present evidence of your right to work in the United States no later than three days after the commencement of your employment)* **Yes** **No**
- Have you ever been charged and/or convicted of any criminal offense (felony or misdemeanor)? **Yes** **No**

If yes, on a separate piece of paper: state the nature of the crime(s), when and where convicted, and disposition of the case. (Conviction of a felony will not necessarily disqualify you from employment. Such factors as time of the offense, seriousness and nature of the violation and rehabilitation will be considered.)

Please complete the following questions using separate pieces of paper.

- Why are you interested in the Assistant Director position at Ovy Camp?
- Describe any and all experience you have working with youth. What do you enjoy about it?
- What do you hope youth gain from their week at Ovy Camp?
- What makes you a leader? How can you become a better leader?
- How will you inspire the CIT's and Staff to work hard for long hours each day?
- What do you hope Counselors will gain from their summer at Ovy Camp? How can you work to achieve this?
- What are the 3 most difficult challenges that face the Assistant Director?
- Explain your discipline philosophy for camp?
- Describe the challenges of being a leader amongst peers. How can you overcome these challenges?



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Job Description

Position: Assistant Director

Reports to: Program Director

Position Requirements:

- College graduate or equivalent work experience
- At least 3 years experience working with 5th-12th grade children
- Demonstrated leadership experience (management experience a plus)
- Ability to work part-time during Pre-camp Season (Date of hire through June 9; up to 10 hours per week), full-time and on-site during Summer Camp Season (June 10 - July 27; 55-65 hours each week)

Benefits & Compensation:

- Stipend: \$17/hr during pre-camp season, \$1250/week during summer camp sessions
- Room & Board during Summer Camp Season: Room & Board provided during Summer Camp Season.

Pre-camp Season: Most Assistant Directors are full-time students and/or have full-time jobs during the school year, and commit up to 10 hours each week to their Assistant Director role (Date of Hire - June 9), Pre-camp Season preparations include recruiting, interviewing, and hiring of paid staff, coordinating volunteers, updating Ovy Camp Staff Manual, gathering materials for San Mateo County Health Department's Notice of Intent to run an Organized Camp, attending promotional events, conducting community outreach, planning staff training, and purchasing, organizing, and reviewing program supplies and materials.

Summer Camp Season: Assistant Directors work 55-65 hours each week; June 10 - July 27 (includes 2 weeks of Staff Training & 5 weeks of summer camp program)

Job Summary:

At Ovy Camp the Assistant Director (AD) aids the Program Director in overseeing all aspects of the summer camp program, ensuring that the day-to-day logistics run smoothly and efficiently. The AD is responsible for all things pertaining to their camp location: programming, training, supplies, camper and parent interaction, and site community. In addition to a full time summer component, this job includes hours of spring preparation for running camp.

Alongside the direction of the Program Director of Ovy Camp, the AD will recruit and hire staff and coordinate volunteers for the summer. The AD will act as a mentor, soundboard, and evaluator of the staff as they grow within the Ovy Camp program. The AD must have effective communication and people skills.

Essential Job Functions:

- Work alongside the Program Director in the recruitment, hiring, direction, supervision, guiding, and development of the staff and volunteers at Ovy Camp.
- Train and provide work direction and guidance to designated staff and volunteers; oversee the Ovy Camp Program; assign duties; provide input concerning evaluations as requested.



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- Resolve related Ovy Camp Program issues and conflicts in a proper and timely manner.
- Monitor, assess, and adjust activities in response to instructional goals, weather conditions and the program as a whole.
- Implement and utilize a variety of instructional techniques for working with the Counseling staff..
- Assure the health and safety of the participants of Ovy Camp by following health and safety practices and procedures; maintain a learning environment in a safe, orderly and clean manner.
- Administer first aid and CPR according to established procedures as needed; assure proper and timely resolution of staff health issues; assist in coordinating response to emergency situations as directed.
- Maintain various records related to assigned activities, along with creating cabin lists and assigning volunteers and staff to oversee the cabin group.
- Attend and lead in a variety of meetings as assigned.
- Assist in preparation, cooking, and serving of food during camp sessions.

Specialized Skills and Knowledge:

- Knowledge of Ovy Camp appropriate staff conduct.
- Ability to oversee and participate in providing supervision.
- In conjunction with the Program Director, ability to administer feedback and guidance to all staff.
- Ability to participate in the preparation and development of lesson plans.
- Knowledge of staff agreement principles and practices.
- Knowledge of instructional methods and techniques.
- Ability to train and provide work direction and guidance to assigned Staff and volunteers.
- Knowledge of principles of training and providing work direction.
- Knowledge of interpersonal skills using tact, patience and courtesy.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Knowledge of public speaking techniques.
- Ability to communicate effectively both orally and in writing.
- Knowledge of first aid and CPR/First Aid/AED procedures.
- Ability to observe health and safety regulations.
- Knowledge of operation of office equipment including a computer and assigned software.
- Ability to operate standard office equipment including a computer and assigned software.
- Knowledge of oral and written communication skills.
- Ability to understand and follow oral and written instructions.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to develop, implement and conduct in-services and training activities.
- Ability to maintain various records related to assigned activities.

General Aspects of the Job:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Physical Requirements:



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- Mobility to walk extensively with camp participants during OVY Camp instructional activities, and on trails covering irregular terrain; bending at the waist, kneeling, or crouching to assist staff.
- Hearing and speaking to exchange information.
- Vision sufficient to read a variety of materials and to monitor student activities.
- Manual dexterity sufficient to manipulate small objects, tools and carry classroom material.
- Stamina to stand or sit for long periods of time.

Some physical requirements of a Assistant Director include endurance, prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours.

[OVY Camp follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status. OVY Camp strives to reflect the community it serves and strongly encourages applicants from diverse backgrounds to apply. All applicants will be evaluated on the basis of their unique skills and attributes.]