



Surf Camp, Inc.
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Assistant On-Site Director Residential Summer Position

Overview

The Assistant On-Site Director for our residential summer programs must be a multi-talented individual with a strong ability to supervise all aspects of summer resident camp and provide an experience that encompasses ocean safety and marine science. Applicant must have a passion for ocean conservation, teaching, and inspiring staff and campers. Position will be based at our ocean-view facility on Topsail Island, approximately 45 minutes north of Wilmington. Will work closely with the On-Site Director and Operations Director, Residential Program Directors, and the entire WB Surf Camp & Sea Turtle Camp residential team. This position reports directly to the On-Site Director.

The Assistant On-Site Director will be responsible for supervising the implementation of daily camp activities for all our residential camp programs and will perform a variety of administrative duties. This role requires a detail-oriented team player with the ability to see multiple concurrent tasks through to completion; including, providing logistics and support, coordinating arrival and departure of campers, planning and leading evening activities, serving as a substitute counselor, and van driving responsibilities. The Assistant On-Site Director must provide leadership, guidance, and feedback to all team members, as well as encourage, inspire, and teach both campers and staff. Last but not least, the Assistant On-Site Director must ensure all staff and campers stay safe while having an awesome and life enriching experience.

Skills & Requirements

Minimum Qualifications

- ❖ Minimum of a bachelor's degree in one of the following areas: Recreation Management, Leadership, Education, Counseling, or related field
- ❖ At least 21 years of age
- ❖ 3 + years working in a resident camp position
- ❖ Demonstrated leadership experience in a camp environment
- ❖ Must be in excellent physical condition; Must be able to lift and carry items up to 35 pounds, outside, during the heat of the summer
- ❖ Ability to obtain: Lifeguarding, CPR and First Aid and pass a 500 yard open-ocean swim test
- ❖ Ability to manage and/or mitigate risk in an ocean based residential program
- ❖ Strong desire to change the world for the better through education and action
- ❖ Willing to work long hours while maintaining energy and stamina
- ❖ Excellent written and oral communication skills
- ❖ Ability to handle sensitive information and manage conflict resolution
- ❖ Demonstrated ability to develop, plan, and conduct camp program and staff training
- ❖ Ability to work independently and prioritize work, while managing multiple deadlines
- ❖ Strong communication, decision making, logistical, and organizational skills
- ❖ Team player with a positive attitude in an ever-changing camp environment
- ❖ Loyalty, honesty, and a commitment to excellence
- ❖ Ability to remain focused in a fast paced, stressful, and fluid camp atmosphere
- ❖ Excellent critical thinking and problem-solving skills
- ❖ Professional phone and customer service skills
- ❖ No conflicting summer commitments including travel, work, or other leave of absence
- ❖ Willing reside on camp property while camp is in session
- ❖ Successfully complete a background and driving record check

Desired Skills

- ❖ Master's in psychology, counseling, recreation, or education or related field
- ❖ Wilderness First Responder Certification or higher
- ❖ Experience in marine science, environmental education, surfing or related fields
- ❖ Familiarity with local marine ecosystems and organisms
- ❖ Environmental education certification or teaching credential
- ❖ Competency marketing, utilizing social media platforms

Responsibilities and Duties

During the summer months, we operate overnight surfing and marine science camps for youth ages 9-18, varying in length from 6 days up to 2 weeks. Activities primarily take place on Topsail Island. This position is responsible for supporting approximately 30 staff working as unit leaders, marine educators, camp counselors, surf instructors, lifeguards, and kitchen staff in conjunction with the On-Site Director. The Assistant On-Site Director may be required to live in camper housing and supervise campers overnight on an as needed basis.

Individual must maintain a strong skill set in the following areas: organization, punctuality, problem solving, taking initiative, as well as have a solid attention to detail. These skills are crucial in order for you to provide the best possible experience for each camper. This position will be required work on weekends and holidays, though there is some time off during the week to recharge.

Staff responsibilities are listed below but may not be limited to this list:

- ❖ Support all on-site staff, including, unit leaders, counselors, instructors, and kitchen staff
- ❖ Help manage the implementation of day-to-day activities, meals, and transportation
- ❖ Assist On-Site Director with administrative tasks
- ❖ Help conduct regular drills of emergency procedures, including, fire drill and lost camper drill
- ❖ Assist in leading staff in-service trainings throughout the summer season
- ❖ Maintain, oversee, and operate the camp store
- ❖ Develop programs, schedules, and procedures for rainy day camp operation
- ❖ Maintain clean and organized camp facilities. Ensure daily and post-session cleaning is completed; including all camp facilities (daily) and vehicles at the end of each camp session.
- ❖ Assist with proper camp check-in and check-out on Topsail Island and/or proper pick-up and drop-off at the Wilmington International Airport
- ❖ Conduct check-ins with staff, as needed, to review pertinent camper issues, logistics, and schedule changes
- ❖ Make quick decisions throughout the day based on weather and wave conditions
- ❖ Practice open communication with the team and address any issues immediately.
- ❖ Be a liaison between the staff and the On-Site Director and Program Directors.
- ❖ Ensure ongoing supply and equipment inventory is conducted through the camp season
- ❖ Ensure all supplies are organized and repair or request replacements as needed
- ❖ Put camper needs before your own; get to know each camper and make them feel welcome and accepted.
- ❖ Serve as a positive role model for staff and campers and display maturity, responsibility, flexibility, and sound judgment.
- ❖ Oversee safety; ensure camp policies and procedures are consistently followed.
- ❖ Safely transport staff and campers in 15 passenger vans and pick-up camp supplies as needed
- ❖ Follow proper Emergency Procedures when necessary.
- ❖ Clearly understand company goals, high safety standards, and mission. Continuously work to professionally promote the organization's mission and achieve its goals.
- ❖ Be knowledgeable of Surf Camp, Inc. as a company, as well as our diversity of programs.
- ❖ Foster a strong relationship between our company and the Karen Beasley Sea Turtle Rescue and Rehabilitation Center.
- ❖ Attend all scheduled meetings with leadership teams

Compensation

The On-site Assistant Director pay range is \$450 - \$600 per week with an end of season bonus. Pay is based on experience. In addition, the compensation package will include ocean-view accommodations and meals during the summer program, valued at an additional \$2,000. On-site training on our specific expectations, policies, and procedures will be provided.

Position Duration

Programs run from early June – early August on Topsail Island, NC. Candidates would need to attend mandatory staff training from May 26th through June 5th 2022.

About Surf Camp, Inc.

Surf Camp, Inc. is a leader in the growing world of learn-to-surf and marine science adventure camps. Its brand symbolizes a long-standing commitment to technical instruction expertise and ocean safety awareness which is evident in their three main core values: "Safety, Learning, and Fun!" They develop and conduct a diversified mix of summer camps for kids and teens, as well as adult travel adventure programs.