



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

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## Overview

Surf Camp, Inc. is seeking a dynamic and passionate Assistant On-Site Director to help oversee and manage our residential summer camp programs, with a focus on ocean safety and marine science. This individual will work closely with our On-Site Director, Operations Director, Program Directors, and the entire camp team to ensure a safe, educational, and fun experience for our campers. Located on the beautiful Topsail Island, just 45 minutes from Wilmington, the Assistant On-Site Director will play a pivotal role in shaping the success of our surf and marine science camps for youth ages 9-18.

## Key Responsibilities

- ❖ Supervise the daily operations of our residential camps, ensuring smooth implementation of activities, including surfing, marine science education, and evening programs.
- ❖ Collaborate with camp leadership to plan and facilitate staff training, ensuring all team members are aligned with camp standards.
- ❖ Provide logistical support for camper arrival and departure, manage camp inventory, and maintain camp facilities, including vehicles.
- ❖ Serve as a substitute counselor when needed, ensuring campers' needs are met and providing leadership in both structured and informal settings.
- ❖ Lead and oversee emergency procedures and safety drills, maintaining high standards of safety at all times.
- ❖ Act as a liaison between staff and the On-Site Director, fostering open communication and resolving issues in a timely and professional manner.
- ❖ Manage and organize the camp store, inventory, and any necessary repairs or replacements of camp equipment.
- ❖ Safely transport campers and staff as needed, following all safety guidelines.
- ❖ Ensure that camp policies, procedures, and safety standards are consistently followed by staff and campers.

## Skills & Requirements

### Minimum Requirements

- ❖ Bachelor's degree in Recreation Management, Leadership, Education, Counseling, or a related field.
- ❖ At least 3 years of experience working in a residential camp environment, with demonstrated leadership abilities.
- ❖ Must be 21 years of age or older.
- ❖ Strong physical stamina and fitness; ability to lift up to 35 pounds and work outdoors in summer conditions.
- ❖ Ability to obtain Lifeguarding, CPR, and First Aid certifications and pass a 500-yard open-ocean swim test.
- ❖ Excellent communication skills (both written and oral).
- ❖ Strong organizational, logistical, and problem-solving skills.
- ❖ Ability to manage multiple tasks and prioritize effectively in a fast-paced, dynamic camp environment.
- ❖ Proven ability to inspire and motivate a team, as well as manage staff conflict when necessary.
- ❖ Must be committed to working long hours and weekends during the camp season.

- ❖ Ability to reside on-site during the camp program (June 2 - August 2) with mandatory pre-camp training from May 24 - May 31.

### **Desired Qualifications**

- ❖ Master's degree in Psychology, Counseling, Recreation, or Education.
- ❖ Wilderness First Responder certification or higher.
- ❖ Experience in marine science, environmental education, or surfing instruction.
- ❖ Familiarity with local marine ecosystems and species.
- ❖ Environmental education certification or teaching credentials.
- ❖ Competency in social media marketing.

### **Compensation & Benefits**

- ❖ Competitive salary based on experience, with pro-deal opportunities.
- ❖ Ocean-view accommodations and meals during the summer program (valued at \$5,000).
- ❖ Access to Surf Camp, Inc.'s training and development programs.
- ❖ The opportunity to make a positive impact on young people through education, adventure, and environmental conservation.

### **Position Duration**

The position runs from the beginning of June through early August, with mandatory staff training taking place in late May. The position concludes in early August, following the completion of the camp program.

### **About Surf Camp, Inc.**

Surf Camp, Inc. is a leader in surf and marine science education for youth and teens. Our camps focus on ocean safety, marine conservation, and the thrill of surfing. We are committed to providing a safe and fun environment where campers learn valuable skills, build confidence, and foster a deep respect for the ocean. Our mission is driven by three core values: *Safety, Learning, and Fun!* We offer a variety of summer camps for kids, teens, and adults, as well as international travel programs designed to inspire the next generation of ocean stewards.