

## Assistant Director of Girls First

**Summary:** The Assistant Director of Girls First is responsible for supervision of staff members and plays an important role in ensuring campers' safety. The Assistant Director of Girls First will oversee the Programming Coordinator and Residential Counselors. As the supervisor of the Program Director, this position will support the objective of creating engaging and intentional programming. As the supervisor of Residential Counselors, the Assistant Director will be the point person for any camper behavior issues or concerns. The Assistant Director may supervise or facilitate activities on as needed basis. In addition, the Assistant Director will participate in an on-call rotation for nightly rounds and check-ins in the dorms. This position will require the staff member to live on campus and become bus certified through The Madeira School.

**About Girls First:** Girls First is celebrating its 25<sup>th</sup> anniversary of introducing middle-school aged girls (rising 5<sup>th</sup>-rising 9<sup>th</sup> grade) to the traditions and spirit of The Madeira School. Girls First offers a unique experience of mixing in-classroom instruction with extracurricular activities that make it a diverse summer camp option! With areas of study, or known as tracks, ranging from science base to performing arts, there is something for any interested camper who wants to learn and play in a supportive community. Girls First is offered as a two-week residential session or a one-week day session; each session offering a glimpse of what it is like to be a Madeira student.

**Minimum Requirements:** 21 years of age older or at least two years out of high school. This position must be willing and able to be trained as a small bus driver. Previous experience with event planning, management of projects, and strong communication skills are preferred but not all are required.

**Commitment:** This is a 6-week, seasonal, summer position. All staff must attend staff training on the dates listed below. For any date conflict, please bring to the hiring managers' attention. Priority will be given to those who can commit to all six weeks. Must be able to pass a small bus driving test provided by The Madeira School. This position is exempt and may work more than 40 hours a week.

### Required Dates:

Staff Training	Monday July 1 <sup>st</sup> -Friday, July 5 <sup>th</sup>
Girls First Residential: Session One	Sunday, July 7 <sup>th</sup> -Friday, July 19 <sup>th</sup>
Girls First Jr. (Day camp with overnight)	Monday, July 22 <sup>nd</sup> -Friday July 26 <sup>th</sup>
Girls First Residential: Session Two	Sunday, July 28 <sup>th</sup> -Friday, August 9 <sup>th</sup>

**Reports to:** Director of Girls First

### General:

- Assists the Director of Girls First in continual planning and execution of enhancements to the program
- Co-leads the training of coordinator, counselor, instructor, and programming staff with the Director of Girls First
- Designs and facilitates the Leadership component of Girls First in collaboration with instructors, residential staff, and programming staff
- Supports counselors in facilitating a safe and inclusive residential environment.
- Attends Staff Training, morning meetings, and clean-up days.

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- Assists in management and care of the physical facilities and equipment in all program areas.
- Assist with campers needs when needed such as; parent follow-ups, mail delivery, camper and parent email
- Participates in residential “on-duty” nights on a rotational basis; lives on-campus in a provided dormitory space when girls are on campus.
- Ensures campers and staff follow appropriate emergency, safety, and health/wellness procedures in all program areas.
- Abides by the policies and procedures of The Madeira School as outlined in the Staff Handbook.
- Completes First Aid and CPR training as part of Staff Training.
- **Supervision:**
  - Observes supervisees during activities in preparation for weekly check-in's
  - Meets weekly with supervisees to provide check-ins and feedback if needed
  - Supports and supervises the counselors by communicating feedback to continue the growth of the individual person and the Girls First program
  - Providing thorough evaluations of the counselor staff at the end of the summer season indicating job performance, community building focus, and collaborative teamwork efforts.

**Administrative:**

- Collaborates with Assistant Director of Summer Programs on scheduling.
- Participates enthusiastically in all camp activities, providing support and guidance to fellow staff members.
- Aids with the drop-off and pick-up procedures for the residential weeks or day camp sessions
- Identifies and addresses major behavioral issues with campers or staff and appropriately brings issues to the Director of Girls First
- Handle parent inquiries in a professional manner.
- Supports Counselors in facilitating a safe and inclusive residential environment.
- Facilitates an efficient camp set-up and break-down process
- Reviews lesson plans, supply needs, guest speaker requests, and field trip requests.
- Assists Assistant Director of Summer Programs with program evaluations, ensuring content and delivery meet expectations and suggests program changes as needed.
- Prepare end-of-season reports and make suggestions for next summer season.

*The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.*