

Assistant Camp Director for Operations

Summary: The Assistant Camp Director for Operations ensures that Camp Greenway runs efficiently and effectively each day. This position oversees logistics, systems, communications, and program delivery, ensuring that each component of camp supports a safe, fun, and well-organized experience for campers and staff. The role bridges creative program planning with operational excellence.

Commitment: This is a seasonal, summer position which includes 8 weeks of camp, 7 days of staff training, and 40 hours of pre-season virtual work with the Camp Director. Candidates must be able to commit to all weeks of in-person programming or have a valid plan to continue supporting camp for any missed days.

Minimum Requirements: Bachelor's Degree (or equivalent experience) required. Camp and leadership experience required. Education experience preferred. This position is exempt and may work more than 40 hours a week.

Reports To: Director of Summer Programs, Assistant Director of Summer Programs

Supervises: Program Directors, Specialists, Auxiliary Manager, Communications Manager, Logistics Manager

Specific Responsibilities:

- Supervise the Auxiliary, Communications, and Logistics Managers; Program Directors; and Specialists
- Coordinate daily camp operations, including schedules, transportation, and supplies.
- Manage internal communications, ensuring clear, timely information flows across departments.
- Support and oversee camp-wide logistics for special events, theme days, and daily transitions.
- Collaborate with the Assistant Camp Director for Personnel to plan and execute camp-wide special events and theme days that balance program flow with staff engagement.
- Partner with the Camp Director on budget tracking, purchasing, and inventory management.
- Ensure safety, emergency, and wellness procedures are consistently followed in all program areas.
- Oversee operational setup, maintenance requests, and efficient use of campus facilities.
- Collaborate with the Assistant Camp Director for Personnel to ensure staffing and scheduling align with program needs.
- Lead or assist in morning drop-off, afternoon pick-up, and lunch logistics.
- Model professionalism, approachability, and joy in all interactions.

Collaboration and Team Leadership: The Assistant Camp Directors for Personnel and Operations work in close partnership to ensure the overall success and daily excellence of Camp Greenway. Together, they coordinate all aspects of camp life – people, programs, and logistics – to create a cohesive and joyful environment for campers and staff. Both serve as key members of the Administrative Team and act as representatives of the Camp Director when needed, maintaining a unified leadership presence across camp.

Other Duties:

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends staff training, morning meetings, weekly leadership meetings, and clean-up days.
- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- Acts as a responsible community steward by using the spaces on campus appropriately and enthusiastically supporting other staff members and campers.
- Performs other duties as assigned.

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.