

Assistant Camp Director for Personnel

Summary: The Assistant Camp Director for Personnel is responsible for the supervision, growth, and well-being of all Camp Greenway staff and campers. This position ensures that camp culture is positive, inclusive, and mission-aligned, with particular emphasis on staff development, camper care, and leadership coaching. The role supports camp operations by guiding people-first decision making and maintaining strong communication across all levels of camp.

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: Division Directors, Greenway Internship Coordinator, Senior Counselors, Counselors

Specific Responsibilities:

- Supervise Division Directors, Greenway Internship Coordinator, Senior Counselors, and Counselors.
- Partner with the Camp Director to develop and facilitate staff training, evaluations, and ongoing leadership development.
- Serve as the primary point of contact for staff morale, supervision, and personnel challenges.
- Address camper and staff behavior issues promptly, maintaining consistent documentation and communication with families as needed.
- Oversee camper support systems, ensuring physical and emotional safety for all campers.
- Participate in the daily running of camp, including drop-off, pick-up, and transitions.
- Collaborate with the Assistant Camp Director for Operations to ensure staffing aligns with program and logistical needs.
- Plan and execute special events and celebrations for staff, fostering community and morale.
- Collaborate with the Assistant Camp Director for Operations on camp-wide special events and theme days, ensuring both the program and personnel sides are seamlessly coordinated.
- 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.