



Camp CREATE: Assistant Camp Director January-August 2022

About Cascades Academy and Camp CREATE

Cascades Academy is an independent PK-12 day school with ~235 students located in the beautiful mountain town of Bend, Oregon. The school was founded in 2003 and resides on an award-winning 53-acre campus located on the Deschutes River. The school's unique mission weaves challenging academics with experiential learning within an engaged, vibrant community.

Camp CREATE extends these pillars during the summer, providing seven weeks of unique STEM, art, and nature-based summer camps from July 11-August 26. We host approximately 60 campers a day from across Central Oregon and beyond.

Camp CREATE stands for Creatively Redefining Education through Adventurous Teachable Experiences. We provide wildly fun, engaging, and generative camps created to ignite a child's wonder and engage exploration. We believe that students best learn about a topic by experiencing and doing it first hand, especially with others. Each week's camp theme is based in Robotics, STEAM, Nature, or Arts/Music. We create environments for students to deeply explore each theme by teaming up with others to design and build dynamic week-long projects, taking excursions in our community, and learning from guest educators, instructors, and peers in a collaborative and innovative learning environment.

Cascades Academy values employees who are committed to our mission, are prepared to engage fully in a learning community, and are excited to bring their authentic selves to work. Cascades Academy's culture is highly collaborative and puts what is best for students at the center of the work. Regularly named one of the [Best Nonprofits to Work for in Oregon](#), our faculty and staff see each other as teammates and feel motivated to do their best work here.

Cascades Academy strives to cultivate and maintain a supportive, inclusive community for all employees and actively promotes a commitment to diversity, equity, inclusion, and anti-racism. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in the job description. We are most interested in finding the best candidate for the job and are eager to consider applications from groups traditionally underrepresented in independent school communities.

Position Summary

Cascades Academy seeks an experienced Assistant Camp Director to directly support all aspects related to Camp CREATE, with special focus on registration and staff training. This role

is essential in supporting a positive and successful camp rollout and experience for all constituents.

From January to June, this role is part-time and includes becoming a master of managing and navigating our registration portal, procuring and preparing materials and curriculum for each week of camp, and the onboarding of a vibrant and committed team of counselors and counselors in training (CITs). From June through August, this role is full-time and focuses on sustaining registration, communication with families, supporting the flow of daily camp life and troubleshooting challenges or needs as they arise. This role is a mix of administration, staff management, and camper support. It is critical for this position to be held in full for the duration of summer camp and for the applicant to be professional, kind, and serve as a role model to campers and staff through their actions, appearance, manners, language, and general conduct.

Essential Duties

- Assist in the creation, organization, and implementation of all camps
- Assist in onboarding and supervising staff and facilitate ongoing staff development
- Assist in overseeing daily operations of camp
- Lead the development of the Counselor in Training (CIT) program
- Manage ongoing registration
- Maintain a safe environment for all and ensure risk management protocols are followed
- Provide developmental, health related, or behavior management support to children directly
- Serve as Camp Director in the event of an emergency situation where the Camp Director is unavailable or unable to perform job duties
- Accept other duties as assigned

Qualifications

- At least two years experience supervising youth educational programs, preferably in a camp environment
- Current CPR/First Aid or WFA/WFR certification
- Enrollment in the Central Background Registry including necessary trainings and professional development
- Clean driving record and valid driver's license

Knowledge, Skills, and Abilities

- Building, managing or facilitating creative curriculum/program development
- Teaching or leading elementary aged children
- Marketing, social media and website software
- Experience in maintaining program finances
- Experience managing and scheduling staff
- Willingness to drive a 14-passenger bus
- Commitment to the "whole child" through age-appropriate, child-centered, experiential learning
- Enjoys working with elementary aged children, teenagers, young adults and parents

- Thrives in a fast paced environment, adapting between roles and needs as they arise
- Uses time effectively and is fully present with each person they interact with
- Passion for camp and abundant energy and enthusiasm
- Passion for working in a creative, integrated, and innovative way
- Ability to work collaboratively with colleagues
- Strong relational skills and emotional intelligence
- Strong organizational skills
- Clear verbal and written communication skills
- Commitment to implementing culturally competent curriculum and instruction
- Appreciation and respect for diversity in all of its forms
- Advocacy around inclusion
- Commitment to experiential learning, outdoor education, and social-emotional learning
- Desire to be an active member of a vibrant community of students, families, and staff
- Knowledge of common tech platforms used in education, such as Blackbaud, Google Suite, Microsoft Office, etc.
- Integrity, sound judgment, self-confidence, collaborative spirit, and a sense of humor

Physical Requirements

- Requires mobility to traverse campus to accompany and assure the safety of children. This may include moving between buildings multiple times throughout the workday and bending, squatting, stooping, and kneeling.
- Ability to occasionally lift up to 50 pounds.
- Must be able to consistently and clearly communicate with children, colleagues, and families.

Position Details

Title	Assistant Camp Director
Reports to	Camp Director
Start Date	January 2022
Schedule	Part-time January-June; Full-time July-August
Compensation	Dependent on experience

Application Instructions

To apply, please complete the application on our [website](#), including your resume, cover letter, and at least 1 letter of recommendation. No phone calls, please.

It is the policy of Cascades Academy to provide equal employment opportunity, regardless of race, color, sex, age, national origin, religion, physical or mental impairment, sexual orientation, veteran's status or any other status protected by applicable law. Specifically, employment opportunities are and shall be open to all qualified applicants solely on the basis of their

experience, aptitudes, abilities and training; advancement is and shall be based on the individual's achievement, performance, ability, attitude and potential for promotion.