



Job Description:  
**Assistant Director**  
For Camp CREATE @ Cascades Academy

**Organization Description**

Cascades Academy was founded in 2003 with a deep commitment to experiential learning, academic excellence, and community engagement. Now in its 21st year, the school has grown to 250 students PreK-12 and is excited to more fully realize its founding pillars while also deepening its commitment to diversity, equity, and inclusion, social-emotional learning, and community partnerships to inspire lifelong learners.

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.

As an extension of Cascades Academy's uniquely engaging mission, Camp CREATE offers programming for no-school days, spring break camp and six weeks of STEAM and nature based summer camps, from July 8th to August 16th, hosting approximately 85 campers and 5 to 7 CITs per day.

Camp CREATE stands for *Creatively Redefining Education through Adventurous Teachable Experiences*, and this is the foundation for how Cascades Academy builds and facilitates eight-weeks of summer camp programs open to all elementary students in central Oregon. 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 and Arts/Music and we provide students the opportunity to deeply explore each weekly theme by teaming up with others to design and build dynamic week-long projects, taking excursions to places in our community, and glean from guest educators, instructors, and peers in a generative, collaborative and innovative learning environment.

**Job Description**

The Camp Assistant Director is responsible for being the second in charge of all things pertaining to Camp CREATE (both in-person and remote programs), and being the Camp Director's go to person when it comes to preparing for camp, managing staff, training, supplies, risk management and camper and parent interaction. This role also requires several admin tasks. This position must be available for the duration of the summer camp season while serving as a role model to campers and staff by their actions, appearance, manners, language, and general conduct. This Position begins in May and ends the week after camp ends, August

**Duties and Responsibilities:**

- Assist the Camp Director in everything related to hosting a fun and safe age-appropriate camp experience.
- Assist in responsibilities surrounding the preparation for and leading up to Camp in the spring, supervising staff development, training, and camp operations including Camp Brain registration, CIT/JC hiring, procuring & organizing of camp materials and parent communication.
- Lead regular weekly meetings with CIT/JCs
- Write reviews for CIT/JCs
- Support the daily operations of camp sessions, including the program schedule, transitions throughout the day, material procurement and technology troubleshooting.
- Lead Camp community activities such as Monday morning welcome circle, Friday afternoon farewell/culmination and hold regular meetings with CITs/JCs
- Support all STEAM and nature based curriculum development
- Substitute teaching for classes & leading field trips when needed
- Accept other duties as assigned.

**Competencies and areas of expertise may include:**

- At least two years experience supervising youth educational programs, preferably in a camp environment
- Experience building, managing or facilitating creative curriculum/program development
- Collaborative approach to working with other teachers and staff
- Flexibility and willingness to adapt to scheduling challenges and unexpected changes
- A commitment to the "whole child" through age-appropriate, child-centered, experiential learning
- Current CPR/First Aid certification
- Necessary trainings and professional development as provided by the program

To be considered as an applicant for this position, please send a cover letter and resume to [nebeker@cascadesacademy.org](mailto:nebeker@cascadesacademy.org). This position closes on Apr 30, 2024 12:00 PM

*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.*