Job title:	Assistant Camp Director - Program
Location:	Conshohocken, PA
Job type:	Year round – Full-time during camp and part-time during the off season
Reports to:	Camp Director
Employment dates:	Pre-season, As needed Orientation, June 12-13, 2027 (attendance required) Camp, June 28 - August 13, 2027 *
Schedule:	Monday–Friday, with hours varying by season and program needs. During the camp season, the typical schedule is 7:30 a.m.–6:00 p.m. The position also requires occasional weeknight and weekend work during the off-season to support planning and preparation for the upcoming camp season.
Compensation:	Starting hourly rate is $20-22 based on experience

OVERVIEW

The Assistant Camp Director - Program provides leadership for the overall camp program and camper experience at Miquon Day Camp. Working collaboratively with the camp administrative staff; this position ensures that camp is safe, inclusive, engaging, well-organized, and aligned with the organization's mission.

The Assistant Camp Director, Program oversees the daily camp program, including program development, scheduling, camper experience, staff support, and program quality. This position directly supervises camp staff. The Assistant Camp Director, Program works closely with the Assistant Director and Operations Manager to ensure strong communication, effective staffing, and continuity across all areas of camp.

RESPONSIBILITIES

Program Leadership & Quality

- Lead the development, coordination, and evaluation of a balanced, engaging, and age-appropriate daily camp program.
- Oversee daily schedules, activity areas, and specialists, adapting programming as needed for weather, staffing, and camper needs.
- Ensure programming reflects Miquon's mission and values and prioritizes safety, inclusion, and camper engagement.
- Coordinate program adaptations in response to weather, staffing, camper needs, or other changing circumstances

Staff Leadership

- Directly supervise, support, and mentor seasonal staff, establishing clear expectations for conduct, supervision, and camper care.
- Oversee staff hiring, onboarding, orientation, training, and performance evaluation in collaboration with the Camp Director.
- Address staff performance concerns and day-to-day staffing needs.

Camper Experience & Safety

- Oversee the camper experience, promoting a safe, welcoming, and inclusive environment.
- Support staff in addressing camper behavior, conflicts, injuries, and other incidents.
- Ensure consistent implementation of camp policies and practices related to safety, supervision, and camper care.

Collaboration & Leadership

- Collaborate with the Assistant Director of Operations to provide unified camp leadership and coordinate staffing, schedules, and daily operations.
- Share responsibility for decision-making, problem-solving, and emergency response.
- Communicate effectively with families, staff, school leadership, and the broader camp community.

QUALIFICATIONS

- Bachelor's degree in Education, Recreation, Child Development, or related field preferred.
- 3–5 years of experience in camp administration, youth programming, education, or a related field.
- Demonstrated experience supervising staff and leading youth programs.
- Strong interpersonal, organizational, and communication skills.
- Ability to make sound decisions and remain calm and flexible in a fast-paced environment.
- Commitment to inclusion, equity, and accessibility in youth programming.
- Current CPR/First Aid certification.
- Flexibility to work early mornings and occasional evenings during the camp season.
- Successful completion of all required criminal and child protection screenings.

PHYSICAL REQUIREMENTS

- Ability to work in an active, outdoor environment with exposure to sun, heat, and variable weather
- Frequently walk, stand, and move throughout camp facilities
- Ability to participate in camp activities, including time in swimming areas

APPLICATION PROCEDURE

Please create a profile and complete the online application at https://miquondaycamp.campmanagement.com/p/register_staff_m.php.

Applications will be reviewed and considered until all positions are filled.