

# Assistant Camp Director

## Oakland Feather River Camp - Job Description

<b>Job Title:</b>	Assistant Camp Director
<b>Full/Part Time:</b>	Full Time
<b>Location:</b>	Quincy, CA
<b>Compensation:</b>	\$1,432 - \$1,532 per week
<b>Duration:</b>	Seasonal
<b>Dates:</b>	May 5 - September 8, 2026
<b>Classification:</b>	Salaried, Exempt
<b>Reports To:</b>	Camp Director



### **Position Purpose:**

The Assistant Camp Director supports the Camp Director by leading day-to-day camp operations across departments—including program, facilities, office/store, and housekeeping—and ensuring safe, efficient, and positive experiences for campers and staff. The position directly supervises the Program Manager and provides strategic oversight of all camp programming to ensure high-quality, mission-aligned camper experiences. This role acts as second-in-command and steps up as acting Camp Director when needed.

### **Ideal Candidate:**

The ideal Assistant Camp Director is a seasoned camp professional with strong leadership, organization, and problem-solving skills. They bring strong mentorship skills, with a background in coaching department leads such as program managers, and thrive in helping emerging leaders succeed in complex, fast-paced environments. This person is an excellent communicator, mission-driven, and embraces the hands-on demands of camp life. This person exercises empathy, flexibility, and sensibility within all aspects of the position including staff support and development and emergency response.

### **Essential Job Functions:**

- **Leadership & Staff Supervision**
  - Supervise and coach the Program Manager in daily operations, program planning, staff development, and camper experience.
  - Support all other department leads (facilities, food service, housekeeping, office/store, camper services).
  - Support and aid in facilitation bi-weekly all-staff meetings to communicate priorities, address concerns, and build morale.
  - Provide coaching, feedback, and support to staff while also upholding accountability and strong team culture.
  - Step in for the Camp Director during their absence.
- **Program & Operational Oversight**
  - Provide direct oversight of all camp programming by supervising the Program Manager, reviewing weekly activity schedules, evaluating program quality, and ensuring alignment with camp values, camper needs, and partner expectations.
  - Offer feedback and support for the development and implementation of daily schedules, routines, and procedures for camp operations.
  - Coordinate between all departments to ensure they are physically and operationally and prepared for routine and occasional needs.
  - Establish and maintain communications with Guest Artists prior to their arrival at camp to set expectations, confirm lesson plans, and determine materials required.
  - Serve as point of contact for Guest Artists for each theme week.
- **Safety & Emergency Response**
  - Serve as coverage for Camp Health Supervisor during breaks and days off.
  - Monitor safety compliance across camp and enforce policies.
  - Respond to emergencies in collaboration with health and safety staff.
  - Assist in implementing and training staff on crisis management and emergency protocols.

- **Administrative Responsibilities**
  - Serve as a visible, approachable presence for campers and families.
  - Assist with greeting campers upon arrival.
  - Assist with camper concerns or escalated issues in a calm, professional manner.
  - Support the Camp Director in training seasonal staff and volunteers.
  - Assist in the development and execution of communication systems for staff updates and announcements.
  - Collect staff performance evaluation documentations throughout the season.
  - Help prepare end-of-season operational reports for the Camp Director.
  - Review camper evaluations for staff appreciations, useful feedback, and volunteer interest.

**Other Job Duties:**

- Step in to support the Program Manager during staff shortages, emergencies, or camper-facing programming as needed.
- Participate in pre-season training and planning meetings.
- Assist with rental groups, special events, or community partnerships as needed.
- Step into any operational role temporarily if a department needs coverage.
- Facilitate staff appreciation projects and aid in planning the end of season banquet.
- Assist with housekeeping duties on camper transition days.

**Relationships:**

Reports to Camp Director. Directly supervises the Program Manager. Works closely with department managers (facilities, housekeeping, office/store, health, outreach, camper services). Maintains frequent contact with seasonal staff, campers, and families.

**Equipment Used:**

Including, but not limited to, the use and care of: camp radios and phones, office computers and Google Workspace. Additional software including Jotform, CampBrain, and Canva. Emergency response kits and first aid supplies. Camp vehicles (as needed).

**Qualifications (Minimum Qualifications and Past Experience)**

- **Required**
  - Must be 21+
  - 2+ years of camp leadership or equivalent supervisory experience.
  - Current Wilderness First Aid or Wilderness First Responder certification, with CPR (or ability to obtain).
  - Strong organizational and interpersonal skills.
  - Ability to manage multiple priorities in a fast-paced environment.
  - Valid driver's license.
  - Comfort with (or ability to learn) Google Workspace and various technologies.
  - Ability to work collaboratively with a diverse staff and camper population.
  - Ability to work a flexible schedule including weekends.
- **Desired**
  - Bachelor's degree or equivalent experience in youth development, recreation, or related field.
  - Prior experience in camp management or programming.
  - ACA Accreditation Standards familiarity.
  - Strong problem-solving skills,
  - Experience in crisis management and conflict resolution.
  - Bilingual - Spanish (additional compensation).

**Work Environment & Physical Aspects of the Position:**

- Active outdoor setting with exposure to varied weather conditions.
- Frequent standing, walking, and lifting up to 50 lbs.
- Requires long hours, on-call availability, and overnight radio coverage.
- Requires calm leadership during high-pressure or emergency situations.

### **Typical Day of this Position:**

- Review daily program schedules and troubleshoot issues with the Program Manager.
- Debrief with the Program Manager on camper engagement, staff morale, or parent feedback.
- Administrative work developing and updating materials for operation.
- Maintain communications with current and upcoming Guest Artists.
- Provide support for all departments and department managers.
- Visit program areas and communal areas to develop relationships with staff and campers.
- Provide support and resources for staff.
- Address various issues for staff or campers as they arise.

### **Typical Week of this Position:**

Oakland Feather River Camp operates on a 7-day camp schedule with rotating staff days off. Most positions follow a five-day work week, but actual shift patterns, break timing, and days off vary based on role and department. Staff are expected to work all assigned shifts as scheduled to maintain smooth daily operations. All staff receive breaks and meal periods in accordance with California labor law.

This exempt leadership position typically follows a five-day work week with two days off. Due to the nature of leadership responsibilities, days off may not always be back-to-back. Breaks are self-managed and staggered throughout the day, based on workload and departmental needs. Staff are expected to communicate their daily break times with their supervisor.

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## **Working at Oakland Feather River Camp**

### **Our Organization Culture**

At OFRC, we work hard and we play hard. We are committed to creating the best possible experience not only for our campers but also for our staff. Our community is open and welcoming to everyone—if you want to be here, we want you here!

Oakland is one of the most diverse cities in the country, and we strive to reflect that diversity in our camp community. We value feedback and growth, and we believe everyone—no matter their role or experience—has something to learn and contribute. Our team spans generations, from Gen Z to Baby Boomers, and we celebrate the unique perspectives each person brings to camp life.

Camp is an all-in environment. We pitch in for each other, adapt quickly, and find creative solutions together. You'll be challenged, supported, and encouraged to grow while surrounded by a team that truly has your back. If you thrive in a collaborative, hands-on workplace where community comes first, you'll feel right at home here.

### **Our Hiring Philosophy & Non-Discrimination Policy**

Oakland Feather River Camp is an equal opportunity employer. We believe an inclusive and diverse workforce is invaluable. OFRC does not discriminate internally (in its administrative and program operations) or externally (in its recipients of services) on the basis of race, color, religion, gender, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, People of Color; Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex people; Women; people with disabilities, protected Veterans, and formerly incarcerated individuals are all strongly encouraged to apply for our open positions.

We also recognize that the outdoor and recreation industry has historically lacked representation from People of Color and other marginalized groups. At OFRC, we are committed to breaking that trend by creating a welcoming, supportive environment where diverse voices and lived experiences are valued and celebrated. Studies show that Women and People of Color are less likely to apply for a position unless they match every qualification listed. We know that the best candidate for a role may not meet every requirement, and we encourage you to apply and tell us more about your unique skills and experience.