

**Germantown Academy**  
**Day Camps and Summer Programs**

Job Title: Adventure Course Activity Director

Classification: Exempt (Seasonal)

Reports to: Curriculum Coordinator

Dates of employment: 8 Weeks

**Position Purpose:**

To further the mission of the camp through the delivery of fun, diverse, and thematic camp programming. Design and Implement activities that are safe, fun, and appropriate to the campers' age and abilities. The Adventure Course Director supervises all aspects of the ropes course program. This includes staff supervision, planning all ropes related activities, and taking care of program materials. Assist in over-all Day Camp Operations.

**Essential Job Functions:**

1. Design, Plan and Implement Thematic Programming
  - Complete "Activity Director Planning Document" no later than May 1
  - Submit Supply List/Request Form no later than May 1
  - Gather all supplies needed from supply area the week prior to planned activities
  - Create and ready alternative plans for rainy day or extreme heat
  - Prepare Activities for subs, as needed
  - Provide information for the camp newsletter about your weekly activity
  - Report any issues with your schedule to your Assistant Camp Director
2. Facilitate Ropes Course and Team Building Activities for campers in 1<sup>st</sup> – 6<sup>th</sup> Grade
  - Create a curriculum for all ropes activities that are socially engaging for campers
  - Ensures the safety procedures in their programs areas are adhered to by staff and campers
  - Lead, supervise, and guide a unit of approximately 15 campers
  - Fill the entire Activity Period (approx. 30 minutes)
  - Consistently provide routine and expectations for campers
  - Assign jobs for counselors and CITs when assisting in your activity
3. Assist in Day Camp Operations
  - Assist with all special events
  - Assist in Arrival and Dismissal, as assigned
  - Maintain an inventory of all program supplies related to the Adventure program. The Ropes Director is also responsible for the safekeeping of all program supplies
  - Attend all Trainings including certification Trainings
  - Attend weekly planning meetings
4. Supervise Ropes Course Staff
  - Enter Weekly time for all Ropes Staff using isolate
  - Complete Staff evaluations mid seasons and end of season
  - Assign roles and responsibilities to each staff member
5. Act as a Camp Leader
  - Maintain good attendance and punctuality

- Maintain confidentiality regarding personal issues surrounding all staff and campers
- Maintain a professional attitude

Qualifications:

- Completed Ropes Course certification (Provided on site at Germantown Academy)
- College graduate with Education studies preferred (or equivalent camp experience).
- Previous work with children (2 years at Summer Camps, schools, or afterschool setting).
- Previous curriculum building experience.
- Excellent classroom management skills.
- Excellent leadership and communication skills.
- The desire to have a fun, rewarding summer of growth and opportunity.