

NOBLES DAY CAMP is owned and operated by Noble and Greenough School and is located on the campus of the Noble and Greenough School, in Dedham. Our campus has 187 acres and is located along the Charles River which gives us access to 90% of the school's amazing exterior and interior spaces. Since 1948, Nobles Day Camp has successfully offered a fun and caring camp community dedicated to a quality summer enrichment program. Campers develop and practice life skills through experiential, engaging activities that build independence and self-confidence in a non-competitive atmosphere. Through the group process and involvement with positive role models, campers learn to appreciate their environment, respect the rights of others, take positive risks and develop long lasting friendships with peers and adults. Nobles Day Camp uses the 21st Century Skills Framework to establish goals for camper development in a safe and nurturing environment in all aspects of programming. Nobles Day Camp is committed to creating a camp environment that represents diversity of race, gender, sexual orientation, religion, ethnicity, national origin, background, experience and perspective. Doing so is intrinsic to our mission and improves the experience for all.

Assistant Director of Nobles Day Camp

Noble and Greenough School seeks a creative, goal-oriented, camp professional to join its collaborative three-person year round camp office team and assist in leading its highly successful Nobles Day Camp Summer program. This is a year-round, full-time exempt staff position with Noble and Greenough School, providing an excellent benefit package.

The Assistant Camp Director is an integral part of the Day Camp Leadership team, and assists the Director and the Camp Administrator in all aspects of camp, providing a high quality program that is safe and fun. The Assistant Camp Director is responsible for providing leadership and supervision to 250 summer seasonal staff and 720 campers/each session.

Desired Qualifications:

- Possess strong leadership and problem-solving skills
- A positive attitude, enthusiastic and fun to be around
- Willingness to engage in all areas of camp
- Experience and knowledge of staff recruitment and interview process
- Extensive experience in managing staff and working with youth-based programs
- Proficient in Microsoft products such as: spreadsheets, databases and word processing
- Experience with web-based management programs (CampMinder, Wordpress, Harpers)
- Experience with or willingness to learn design tools like Sign-Up Genius, Mail Chimp, Canva, etc.
- Excellent communication skills, customer service principles and practices
- Knowledge/experience in advertising and social media marketing

- Experience with navigating and maintaining a website and web-based databases preferred
- Ability to work as a team member in a small office environment and pivot to leading 250 seasonal staff
- Ability to manage time effectively, work under pressure, meet schedules and deadlines, multi-task, plan, organize and prioritize work assignments with attention to detail

Education and/or Experience:

- Bachelor's degree required (preferably Education, Recreation or related field)
- 3+ years of supervisory experience in a field related to camp or education is preferred

Principal Responsibilities:

Staff Leadership

- Assist in recruiting, developing and supervising 250+ staff
- Assist in structuring and coordinating pre-camp and ongoing training for all staff.
- Supervision and oversight of Summer Staff
- Mentor, collaborate and support the Summer Seasonal Leadership Team
- Attend Professional Development opportunities, including camp related conferences and/or any necessary training by the director

Camper Engagement

- Behavior management liaison for staff and campers
- Ensure each camp group is harmonious, safe and fun
- Knowledge and experience to connect with parents, teachers, school when assessing a potential camper's individual needs in our camp program

Camp Office Support

- Manage/assist the camp's online database systems for staff and campers
- Camper recruitment - marketing, customer service, camp presentations/tours
- Support Camp Administrator - phones, customer service, office coverage, registration overload

Marketing/Public Relations

- Edit and manage the Nobles Day Camp website
- Create online communications with campers and families (Mail Chimp, email campaigns, digital marketing platforms)
- Excellent people skills to communicate and partner with new and returning families, staff and vendors
- Assist in ensuring full enrollment of camp each season

Program Management

- Assist the Director in camp planning and organization
- Establishing and enforcing policy for staff and campers
- Representative to American Camping Association and assure camp meets all ACA guidelines
- Monitor the safety of all campers and staff
- Manage and implement camp programming, activity schedules and purchases
- Assume full responsibility of camp operations when the Director is not present

Liaison with Noble and Greenough School

- Always be a respectful community member - we are an ambassador for the school
- Participate in all mandatory Noble and Greenough employee meetings
- Follow all Noble and Greenough School policies

Essential Functions:

- Must be physically fit to walk, bend and navigate quickly, in the case of emergencies, a multi-terrain 187-acre campus
- Must be able to minimally lift 25 lbs.
- Must be able to see and hear to respond to any emergency situation
- Must be able to navigate difficult conversations with families or staff and keep cool under pressure
- Must love working with children
- Must be able to complete a successful background check in accordance with Massachusetts law including a CORI, SORI and National fingerprint check
- Proof of Covid-19 vaccine

Interested candidates should complete an application through Nobles employment site: www.nobles.edu/employment and send a thoughtful cover letter, resume and references to: Emily.Parker@nobles.edu. Application deadline is October 22, 2021.