

# CAMP WAR EAGLE

ASSISTANT DIRECTOR  
SUMMER STAFF HUMAN RESOURCES

## JOB DESCRIPTION

*The Amazing Camp War Eagle Assistant Director of Program is an integral part of camp and is a position designed for one who can help to develop the Camp War Eagle program, assisting of recruitment and hiring of summer staff, as well as additional responsibilities.*

## Qualifications & Experience

- *Must be at least 22 years old and have completed college*
- *Prior experience with Camp War Eagle is preferred but not required.*

## Responsibilities

*Assistant Director- Human Resources duties include, but are not limited to the following:*

- *Responsible to Camp War Eagle Director and Associate Directors*
- *Staff and Camper Recruiting*
- *Assistant Staff/Recruitment Coordinator*
  - *Staff References Management*
  - *Staff Application Management*
  - *School Reservations*
  - *School Contact Sheet Set Up*
  - *School Folders*
  - *Interview Cards Management/Double Check*
  - *Staff Health Form Review*
- *Payroll for Summer Staff*
- *Summer Staff Management Assistant*
  - *Evaluation Candy Purchasing*
  - *Staff Check In & Out Assistant*
- *Female Day Camp Liaison*
  - *Day Camp Night Schedules*
  - *Day Camp Bible Study*
- *GEST Off Season Coordinator*
  - *Pay Cards/Social Security Cards*
  - *VISA Processes*
- *Extreme Serve Coordinator*
  - *XS Bible Study*
- *Nanny/Floater Supervisor*
  - *Summer Scheduling*
  - *Nanny/Floater Interviews*
- *Counselor Lounge Oversight*
- *Cabin Devo Box Assistant*
- *Cabin Chill Out Program Management*

## Essential Functions

- *Able to lift a 50 pound box*
- *Able to model Christ-like love to campers and staff*
- *Able to perform necessary CPR functions*
- *Able to obtain and maintain specific certifications*
- *Able to operate MS based information systems*

