

CAMP WAR EAGLE

SENIOR ASSISTANT DIRECTOR SUMMER STAFF HUMAN RESOURCES

JOB DESCRIPTION

The Amazing Camp War Eagle Senior 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*
- *Must have completed college*
- *Prior experience with Camp War Eagle is preferred but not required.*

Responsibilities

Senior 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*
 - *Recruiter Accountability Assistant*
 - *Former Staff Application Management*
 - *School Reservations*
 - *School Contact Sheet Set Up*
 - *School Folders*
 - *Offer & Hire Management & Entry*
 - *Staff Health Form Review*
 - *Staff Prospect Assistant*
- *Summer Staff Management Assistant*
 - *Special Time Off Assistant*
 - *Staff Check In & Out preparations & communication*
 - *Staff Session Requests*
- *Day Camp Design Management*
 - *Day Packs*
 - *T-Shirts*
 - *Signs*

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*

