



**COLUMBIA UNIVERSITY**  
**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS AND PHYSICAL EDUCATION**

<b>Job Title:</b>	<b>Little Lions Camp Assistant Director</b>		
<b>Department:</b>	<b>Athletics and Physical Education</b>	<b>Starting Salary:</b>	<b>\$15.00/hour</b>
<b>Location:</b>	<b>Dodge Fitness Center</b>	<b>Supervisor:</b>	<b>Anne Marie Skylis</b>

**Job Description**

Little Lions Camp is a day camp for children ages 5 through 12. The camp offers athletics, arts & crafts, and team-building games, at the Dodge Fitness Center and the Baker Athletics Complex. Camp happens annually over ten weekly summer sessions, two holiday sessions, and one spring session. Campers are taught by Columbia undergraduate and graduate students, teachers, and others. These trained staff members help campers develop their knowledge of sports, increase their love of physical activity, improve their sportsmanship, and gain athletic confidence. The goal of Little Lions Camp is to provide a memorable sports summer camp experience while promoting team-work, friendship, and self-confidence in a safe community. Campers and staff members are encouraged to work, play together, try new things, and most importantly, have fun!

**Camp Dates**

March 12<sup>th</sup>-16<sup>th</sup>

June 11<sup>th</sup>-15<sup>th</sup>; June 18<sup>th</sup>-22<sup>nd</sup>; June 25<sup>th</sup>-29<sup>th</sup>; July 2<sup>nd</sup>-3<sup>rd</sup>, 5<sup>th</sup>-6<sup>th</sup>; July 9<sup>th</sup>-13<sup>th</sup>; July 16<sup>th</sup>-20<sup>th</sup>; July 23<sup>rd</sup>-27<sup>th</sup>; July 30<sup>th</sup>-August 3<sup>rd</sup>; August 6<sup>th</sup>-10<sup>th</sup>; August 13<sup>th</sup>-17<sup>th</sup>

**Goals of Cubs Camp**

- Build a fun, safe environment
- Increase cooperative ability of campers
- Improve sportsmanship
- Instill confidence
- Inspire campers to remain physically active
- Develop friendships

The Assistant Director is responsible for many aspects of camp, but the most important is to inspire and instruct both campers and counselors. This person will assist the Camp Director in planning weekly camp schedules and ensuring that the daily activities of the camp are implemented effectively. They will lead some activities and oversee counselors throughout the day. They will also assure adherence to state and local regulations on a daily basis, including, but not limited to assuring that child/staff ratios are met. The Assistant Camp Director will assure that safe practices by campers and staff are followed on a daily basis.

**Hours**

The Assistant Director will attend a minimum of 15 hours of training prior to the start of camp. They may also be asked to work several hours to prepare camp schedules and activities (these hours can be flexible - over weekends and in evenings).

Camp day hours: 8:00 AM - 3:15 AM, with the option of staying for post care (arriving at 8:15 AM) until 5:30 PM. Little Lions Camp runs for 10 weeks beginning June 11<sup>th</sup> and ending August 17, 2018.

### **Essential Duties and Responsibilities**

- Create daily schedule of activities, including sports, collaborative games, and arts & crafts.
- Delegate teaching assignments to various counselors throughout the day.
- Oversee sixty campers, one lead counselor, and six counselors during the day.
- Model and teach excellent behavior management skills.
- Ensure proper supervision of campers at all times.
- Check activity areas to ensure safety and proper set-up.
- Supervise activities and counselors throughout the day, while encouraging enthusiasm and positive relationships.
- Organize swim tests and waivers.
- Conduct fire drills.
- Distribute snacks.
- Ensure areas are clean and neat after use.
- Communicate with families (in the morning and afternoon, and to communicate any issues/injuries).
- Help with lost & found, room decoration, social media, pictures, and other duties.

### **Required Qualifications**

- 22 years old or older.
- 24 weeks experience working with children in a camp or classroom setting.
- Bachelor's degree.
- Experience overseeing staff.
- Enthusiasm.
- Strong work ethic.
- Love of working with children.
- Expertise in various sports, games or art.