



About Austin Sunshine Camps

Founded in 1928, [Austin Sunshine Camps](#) (ASC) provides FREE overnight camp for youth who qualify for free/reduced lunch or are in foster care. We believe in the power of summer camp, and we believe that your ability to go to camp shouldn't be determined by how much money your family makes.

Camp is held for 4 sessions of 10 days and 9 nights each. Summer staff members live on site for the duration of each camp session. On the afternoon of day 10, after campers have departed, staff members participate in training and camp cleanup, and then have 3 days off before the next session starts, plus an 11 day mid-summer break!

ASC has two beautiful, unique camp locations:

- Located in the beautiful Turkey Bend Recreation Area in Marble Falls, [Lake Travis](#) (LT) offers a rustic setting for up to 55 campers each session, **ages 12-15**. Campers have the opportunity to swim in the lake, explore the hill country, play a variety of sports and games, experience our high ropes course and more.
 - Be sure to watch our [Lake Travis Camp video](#)
- [Zilker Lodge](#) provides an amazing urban oasis for up to 86 campers each session, **ages 8-11**. Campers have the opportunity to explore Zilker Park, canoe on Lady Bird Lake, hike on the Greenbelt, make a variety of crafts, experience our challenge course and more.
 - Be sure to watch our [Zilker Camp video](#)

Assistant Camp Director (1 at each Camp location)

About The Role

We are looking for candidates with a strong leadership background, problem-solving skills, experience working with children, meticulous organizational skills, positivity, high energy, and grit!

The most critical role of the Assistant Camp Director is to effectively manage and instill a sense of belonging and camaraderie among camp staff, including empowering the staff and campers to be the best version of themselves, every single day.

As part of the leadership team, alongside the Camp Director, Program Coordinator(s), and the CIT & Collegiate Volunteer Coordinator, the Assistant Camp Director drives camp culture, ensuring we are building an intentional community for campers that is rooted in compassion, and builds a space that is both safe and FUN!

Under the supervision of the Camp Director, the Assistant Camp Director oversees the design of all camp activities and scheduling, and is crucial to our success at Austin Sunshine Camps!

The Assistant Camp Director is the leader for all counselors, ensuring they have all the tools and support they need to succeed. The Assistant Camp Director assists in addressing escalated camper situations, such as homesickness, and utilizes Restorative Practices to resolve conflicts. The Assistant Camp Director coordinates directly with the Camp Director to ensure that each session's programming is being implemented with the highest quality.

The Assistant Camp Director's job involves, but is not limited to:

- Planning & Logistics
 - Overall camp schedule:
 - Create daily and session schedules and rosters for campers, cabins, staff and volunteers
 - Assign and clearly communicate staff roles, activity responsibilities and break times
 - Verify that counselors are following their assigned schedule and fulfilling their responsibilities
 - Activities
 - Coordinate logistics and supplies for daily camper activities, guest presentations, and evening events
 - Evening events
 - Coordinate all logistics of evening events with the Volunteer Coordinator and the leadership team
 - Program partners
 - Take the lead in communication and coordination of activities led by external program partners

- Leading & Designing Activities
 - Lead morning and evening announcements for campers and staff and lead staff meetings
 - With the leadership team, design and schedule Team Contests, Tracks, Free Choice Activities and other programs for campers to participate in
- Administrative duties
 - Communicate with parents
 - Update campers' accounts
 - Complete incident and behavior reports
 - Track inventory and program expenses, and submit purchase requests to Camp Director
- Oversight and Supervisory Responsibility (for camp staff and campers)
 - Ensure adherence to ASC's Policies, health department, and American Camp Association standards
 - Balance the responsibilities of authority, safety and fun when interacting with staff and with campers
 - Conduct routine observations of staff members and provide feedback
 - Respond to camper behavioral issues and facilitate crucial conversations with staff and campers, as needed
 - Evaluate staff members and provide coaching and tools for improvement
 - Ensure leadership staff members are observing and evaluating their employees
 - Delegate tasks and responsibilities to seasonal leadership staff members
- Other duties as assigned

The Assistant Camp Director may use their work during the summer for college internship credit (and will be paid at the Assistant Camp Director rate), and will work with their supervisor to ensure they receive credit.

Tentative Position Start Date: May 15th **Tentative Position End Date:** August 8th

We're Excited About You Because

- You believe in the mission of Austin Sunshine Camps, and you genuinely want to make a positive, lifelong impact on a young person's life, any of whom could be the next city council member or business owner in Austin
- You are 21 years or older AND have a GED or High School Diploma
- You have strong communication, interpersonal, and leadership skills
- You have at least 2 years of experience with camp, youth development, and/or outdoor programs
- You are able to pass a national criminal background check
- You have management experience

You're Excited About Us Because

- Stipend of \$109.09/day (\$6,000 for full summer), pre-tax, plus all meals/snacks provided while camp is in session
- Free lodging (either at Zilker Lodge or our Lake Travis location), including 4 days off in between camp sessions and an 11-day mid-summer break
- You will not find another job that gives you the opportunity to lead such a diverse group of individuals
- You want to have a memorable summer full of fun, memories, and personal and professional growth

Things To Know

- Grit, resilience and flexibility are absolutely essential for success in this position, and any summer camp position
- Summer camp hours are long, and situations can occur at any time, including the middle of the night
- You will have to work **hard** in this job - probably harder than any other job you will ever have, while balancing many different responsibilities and the needs of many staff members and campers - but if you persevere, you will make a lifelong impact on the lives of campers and staff
- You will encounter trauma during the summer, and you will play a substantial role in helping campers and staff members overcome and process difficulties, and develop resilience and coping skills

To apply, visit <https://ascstaff.campbrainstaff.com/>

We at ASC committed to creating a culture of inclusion and connection. We are able to grow and learn better together with a diverse community of families, campers, staff members, volunteers, and other stakeholders. The collective sum of the individual differences, life experiences, and knowledge we all bring makes us better as an organization. We respect and welcome the unique contributions that you bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.