



Assistant Director

Location: September-May: Remote or Gainesville, FL; June-August: Bartow, WV
Full Time; Year Round

Mission:

The Assistant Director is the deputy to the Camp Director and has two key mandates: 1) recruit, hire, train, and manage a top summer team and 2) plan and deliver a differentiated programming experience. People and Programming are two core elements of the Camp Hidden Meadows experience, and as such, the Assistant Director will be involved in all aspects of camp life and operations. This role reports directly to the Camp Director and is perfect for someone who is eager to take the next step in their leadership journey within the Camping, Youth Development, or Outdoor Recreation industries.

About:

Camp Hidden Meadows is a coed, non-sectarian program, offering a wide array of activities. Set in the beautiful mountains of West Virginia. Campers and staff experience activities in a positive environment fostering personal growth, individual responsibility, and active participation in the camp community. Camp life is based on the CHM core values: Community, Confidence, Adventure, and Respect

Camp Hidden Meadows is a proud member of Canyonlands Camps, a partnership of America's leading youth summer camps. Canyonlands Camps' vision is to empower tomorrow's leaders to enjoy moments of purpose and achievement, cultivate lifelong bonds, and conserve the great outdoors. As a member of Canyonlands Camps, Camp Hidden Meadows and its staff have the support and resources provided by Canyonlands Camps Partner Services team.

What You're Responsible For:

Talent

- Own the recruiting, hiring, and onboarding of a best-in-class summer team.
- Develop and maintain innovative systems for recruiting seasonal staff members, including sourcing new staff and retaining returning staff (including, but not limited to, forging partnerships with universities and other seasonal employers).
- Manage relationships with international staffing agencies and universities to develop long-term partnerships that support recruiting efforts year after year.
- Identify and implement ways to retain talent over the long haul, including comprehensive benefits, professional development and promotion paths.
- Plan and execute staff training prior to the summer.
- Maintain positive relationships with all seasonal staff, past and present, to understand and respond to their needs and effectively increase staff retention.
- Provide ongoing training, support, recognition and feedback (both written and oral) throughout the summer.
- Develop a strong sense of connection & community amongst the seasonal staff.
- In the Director's absence, act in their place in all personnel decisions and responsibilities.

Programming

- Ensure safe execution of all camp programming, both on-site and off.
- Manage a team of programming leaders and third-party vendors to ensure they provide experiences that meet Camp Hidden Meadows' standard of excellence. Provide regular directives and feedback. Negotiate with vendors.
- Create the 8-yr "Camper Journey" to identify, understand, and develop programming to solve the needs of campers as they grow through Camp Hidden Meadows.
- Oversee the design of the daily schedule; including program activities, staff and camper schedules, and all-camp events during the summer.
- Oversee and manage the production of off-site trips (logistics, partners, food, permitting, etc) and develop programming for downtime (eg, buses) to build relationships and develop culture.

- Design, execute, and maintain an industry-leading Senior Camper Program that retains campers through age 17 and prepares them to transition onto staff.
- In the Director's absence, act in their place in all programming responsibilities and decisions.

Who You Are:

- Highly relational; able to develop genuine, long-lasting bonds with a diverse range of people
- Eager to develop your skills under the mentorship of experienced leaders, while also mentoring Camp Hidden Meadows seasonal leaders; Committed to personal & professional development.
- Attentive to details & highly organized.
- Skilled at developing & leading a team.
- Proactive, self-directed, and solutions-oriented.
- Able to strike a balance between maintaining tradition, cultivating evolution, and serving the long-term goals of Camp Hidden Meadows.
- Willing to do whatever it takes to solve a problem, whether that is supporting an upset staff member or mucking horse stalls.
- Eager to work long hours in the summer, with an understanding that off-season work is goal-driven, not task or time-driven.
- Physical ability to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers in a variety of environments.
- Able to step in and act as Camp Director in their absence.
- Able to travel as needed for recruitment and program development.
- 6+ years of work experience in youth development, outdoor recreation, or hospitality.
- 4+ years of experience successfully recruiting, hiring, and managing a team.
- Budget management experience preferred.

What We Offer:

- Competitive base salary and annual bonus potential.
- Generous Benefits Package:
 - 20 Paid Vacation Days Per Year
 - Competitive Health Insurance Coverage
 - 401k plan with company match
- A clear path to career advancement, including funding for professional development.
- A collaborative community of fellow Canyonlands Camps Directors and leadership teams.
- The support, mentorship, and camaraderie of the entire Canyonlands Camps Partner Services team.

Application Process:

Send an email with a resume and short cover letter attached in pdf format to tony@camphiddenmeadows.com. Phone and video interviews will begin with selected candidates as soon as possible. Start date is as soon as possible.

Camp Hidden Meadows is an equal opportunity employer and is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.

