

Position: Assistant Program Director **SPANISH**
Organization: O-La-Moon-Do Camp
Location: Hinsdale, MA
Dates: July 14th-August 11th
Seasonal/Part time



O-La-Moon-Do Camp, an overnight specialty sports and language camp, seeks an energetic, organized and athletic summer camp enthusiast to serve as our Assistant Program Directors. The Assistant Program Director will work under the direction of our Executive Director and Program Director serving as a member of our seasonal leadership team. The Assistant Program Director will oversee the heart of our camp program! Their role is to ensure the successful execution of all aspects of our camp program and serve as a liaison between our counselors and the leadership team.

The Assistant Program Director will also manage our elective programs and assist in general day-to-day camp operations. Most importantly, the Assistant Program Director will be a leader in creating a safe, fun and engaging environment for all of our campers to have the time of their lives.

The Assistant Program Director must be passionate about summer camp, sports, Spanish language and enjoy working with adults and campers of all ages. Experience working at an overnight camp is preferred. The Assistant Program Director must have significant experience in coaching and/or administering athletics, the Spanish language and culture and should have a desire to participate in all camp activities.

The ideal candidate loves sports, is a self-starter, and has experience managing Spanish camp programs. The Assistant Program Director must be extremely organized, compassionate, approachable, and comfortable working in a small team environment.

Assistant Program Director is responsible for supervision of all campers and staff during O-La-Moon-Do Camp. The Assistant Program Director is responsible for designing SPANISH activities/curriculum for campers to enjoy during their stay. The Assistant Program Director will also plan and ensure smooth execution of all themed camp events throughout the season. The position is responsible for the safety of all participants while maintaining a fun and entertaining atmosphere.

Responsibilities

- In conjunction with the Camp Executive Director and Program Director, oversee the Core camp program.
- Establish and execute skill development curriculum and a coaching philosophy with Program Director

- Communicate daily with Program Director regarding daily expectations, time management, schedule, plans, camper issues, equipment needs, or other relevant matters
- Manage the daily Spanish program including scheduling, staffing, camper requests, and supplies
- Assist Program Director to ensure proper communication and supervision is being provided by Head Activities Counselors to their assistants
- Purchase and keep inventory of all Spanish language program supplies
- Assist in the planning and execution of other daily camp Spanish programs and special events
- Contribute to overall positive morale of the camp community
- Support the successful execution of all camp policies and procedures, including safety and emergency plans

Qualifications

- Undergraduate degree or equivalent professional experience required
- Bilingual English Spanish. Spanish native language required
- Experience working at residential Spanish summer camp in a management-level position preferred
- Ability to support and/or teach core values of the camp
- Plan and ensure successful execution of all Spanish themed events throughout the season.
- Enthusiasm, sense of humor, patience and strong work ethic
- Ability to work collaboratively with Camp's Executive Director, Program Director, Activities Head Counselors, and Counselors.
- Willingness to help with logistics and other needs such as administration and camper care
- Ability to work as both part of a team and independently.
- Assist with hiring counselor, and other staff.

Salary is competitive, dependent on experience. Additional hourly independent pre-camp work will be required.

About O-La-Moon-Do Camp

O-La-Moon_Do Camp is an overnight specialty sports and language camp with programs in basketball, soccer, baseball, softball, volleyball, lacrosse, dance, flag football, pickleball, arts and craft, tennis, swim-

ming, water sports for campers entering grades 1-10th. Our 4-week sessions combine sports and language instruction, with the fun, friendship, and community of a traditional overnight camp.

Camp is located on the beautiful Berkshire Lake Camp property on Hinsdale, Massachusetts, approximately 2.5 hours from New York and Boston.

For more information, visit our website at: www.olamoondocamp.com

To Apply: Print, complete and scan the application, which can be found on our website. Send via email to info@olamoondocamp.com

Contact Adriana Chambliss, Executive Director, at (954) 994-5845 or (754) 235-0995 with any questions.