



**JOB POSTING:  
ASSOCIATE DIRECTOR (KIDS CLUB CAMP)**

The Associate Director creates and provides oversight of Kids Club Camp to include recruiting, leading, and developing summer staff and volunteers; creating and implementing camp programming for elementary-age children. S/he develops and implements a multi-week outreach experience, providing a high-quality day camp experience incorporating activities that support children physically, academically, spiritually, and emotionally.

This person will focus heavily throughout the year on establishing and nurturing community relationships with churches, schools and universities, and community groups as potential opportunities for collaborative partnership as well as staff/volunteer recruitment. The Associate Director is responsible for meeting goals established for program enrollment, program execution and recruitment of volunteers and staff.

The Associate Director of Kids Club Camp exemplifies Christlike character in both personal and professional life, upholding Biblical values in attitude, speech, conduct, and lifestyle.

Salary Range:           \$45,000/yr for full-time status, year-round (plus benefits package)  
                                  \$20+/hr for part-time status

**TEAM QUALIFICATIONS**

To be successful, an individual must be able to perform and follow through each job duty satisfactorily and in a professional manner. This individual must understand how the job duties affect the vision of the whole program and its stakeholders- donors, foundation partners, volunteers, clients, staff, community partners and NBCM Board. Team-first, servant-leadership, and a face-to-face ministry mindset is essential.

**Education and Experience**

- Bachelor's Degree in Camp Management, Recreation, Youth Development, or related field
- Experience working with children, volunteers, college staff
- Knowledge of leadership principles and intrapersonal strategies related to programs involving staff
- Knowledge of American Camp Association (ACA) standards

**Skills**

- Proficient in basic computer applications including email, word processing, and spreadsheets (Microsoft Office Suite, Excel, PowerPoint, etc.)
- Demonstrates strong organization, record keeping, and planning skills
- Exhibits effective communication, listening, and collaboration skills
- Takes initiative to assist with organization objectives

*All employment at NBCM is "at will" except in cases where a valid written employment contract is in effect. Employees will be terminated at any time for any reason. This document is not a contract for employment.*

- Punctual and dependable
- Good time management and activity skills
- Strong relationship-building skills
- Comfortable with public speaking and presentations to large groups

#### Capabilities

- Calm and professional demeanor
- Effective communication orally, electronically, and written
- Filter information as confidential, reportable, or necessary for communication according to Federal Law and NBCM
- Work well with a diverse group of staff, volunteers, and donors
- Effectively manage a wide array of tasks, projects, and responsibilities
- Work productively in an unstructured environment with frequent interruptions

#### Time Commitments

This position has the potential to be

- Full-time, year-round; or,
- Part-time year-round with full-time hours during peak camp season; or,
- Full-time seasonal working only during peak camp season
- Must be available for special events and trainings as well as recruitment opportunities
- Must be available to travel within the area for recruitment

#### Environmental/Working Conditions

- Professional camp setting for 8-12 weeks
- Moderate, Texas heat
- Frequent outdoor activities

#### Physical/Mental Demands

- Standing, sitting, walking, running, bending, stooping, climbing, twisting.
- High physical activity level.
- Occasional stress from dealing with multiple tasks.
- Occasionally lift and carry up to 50 pounds.