



Assistant Camp Director, Summer Programs
Part-time, temporary/seasonal, competitive salaried position

North Yarmouth Academy seeks an assistant camp director to oversee the day camp and staff of the Panther Cub program and the Super Summer Day Camp (SSDC) for children ages 2-12. The assistant camp director collaborates with the camp director on administration, program delivery, and staff supervision to ensure a safe, engaging, and high-quality camp experience. This role typically acts as the on-site leader when the director is absent.

Key Responsibilities:

- **Staff Management:** Assist in the recruitment, hiring, training, scheduling, and evaluation of seasonal staff and counselors. This includes mentoring, providing guidance, and fostering a positive work environment.
- **Program Planning and Implementation:** Support the design, development, and execution of diverse camp activities, special events, and daily schedules, ensuring they align with the camp's mission and values.
- **Camper Supervision and Care:** Ensure the safety, well-being, and positive behavior management of all campers, including addressing homesickness, conflict resolution, and immediate issues.
- **Operational and Administrative Duties:** Handle various administrative tasks such as managing camper records, overseeing check-in/check-out procedures, maintaining facilities and equipment, and assisting with budgeting and supply orders.
- **Communication and Customer Service:** Serve as a key point of contact for staff, campers, and parents/guardians, ensuring clear and responsive communication regarding camper progress, behavior, and any concerns.
- **Safety and Compliance:** Implement and enforce safety protocols, emergency procedures, and health guidelines, often in accordance with North Yarmouth Academy standards and state regulations.

Qualifications and Requirements:

- **Experience:** Previous experience in a leadership or supervisory role at a summer camp or similar youth program (typically 1-3 years).
- **Education:** A high school diploma or equivalent is required, while a bachelor's degree in recreation, education, or a related field is preferred.
- **Certifications:** Current certifications in First Aid and CPR are usually required, or the willingness to obtain them upon hire.
- **Skills:** Strong organizational, communication, problem-solving, and leadership skills, along with the ability to work in a fast-paced, dynamic environment.
- **Personal Attributes:** Must be a positive role model with demonstrated maturity, sound judgment, integrity, and a passion for working with youth and being outdoors.
- **Physical Demands:** The role typically requires physical exertion, including prolonged walking, standing on uneven terrain, and the ability to lift up to 40-50 pounds.
- **Recruitment Strategy:** Collaborate in the multi-year planning and execution of staff recruitment efforts to ensure a qualified pool of candidates.
- **Interviewing and Selection:** Participate in interviewing and selecting seasonal employees, unit leaders, and program specialists.

Staff Training and Development:

- Training Implementation: Plan, co-lead, and deliver comprehensive pre-camp and in-service training sessions that cover safety protocols, program implementation, and behavior management techniques.
- Mentorship: Provide guidance, support, and mentorship to counselors and other staff members to foster professional growth.
- Skill Building: Develop staff capacity in areas like leadership skills, problem-solving, and interpersonal communication.

Supervision and Evaluation:

- Daily Oversight: Supervise staff in their daily activities, ensuring they are meeting expectations for program planning and camper supervision.
- Performance Management: Conduct frequent informal check-ins and formal performance assessments (evaluations), providing constructive feedback and implementing performance improvement strategies when needed.
- Morale and Conflict Resolution: Monitor staff morale, provide support for mental health and well-being, lead team-building activities, and act as a point of contact for staff concerns and conflict resolution.
- Compliance and Safety: Ensure that all staff adhere to camp policies and safety procedures.
- Scheduling: Assist with managing staff schedules and time sheets to ensure adequate coverage for all program areas and activities.

Contact:

- Interested candidates should send a resume, letter of interest, and two references to Mary Goodrich, Director of Summer and Auxiliary Programs
 - Email: mgoodrich@nya.org. Please use subject line “Assistant Camp Director”
 - Mail: North Yarmouth Academy, 148 Main Street, Yarmouth, ME 04096

This position will remain open until filled.

No phone calls please

North Yarmouth Academy is an independent, college preparatory, coeducational boarding and day school for 405 toddlers to postgraduate students. NYA’s campus is located in Yarmouth, Maine. Since 1814, NYA has fostered integrity, character, and intellect in its students. For more information, visit www.nya.org.

NYA’s offers a variety of summer programs on campus from June 15 until August 7, 2026. For information and details on the various camp offerings, visit www.nya.org/summer.