

**PECONIC DUNES CAMP**  
CORNELL COOPERATIVE EXTENSION OF SUFFOLK COUNTY  
423 Griffing Avenue  
Riverhead, NY 11901  
www.peconicdunes.com

**Position: ASSISTANT CAMP DIRECTOR**

**Minimum Qualifications:**

- Must be 25 years old
- Bachelors degree
- Must have 2 years camping experience or equivalent
- Find enjoyment in outdoor living and have an appreciation and understanding of the natural environment.
- Be available to live on campus from June 22 – August 23, 2008

**Responsible To:**

- Camp Director

**General Responsibilities:**

- Speak and behave in a professional manner with staff, children, parents, visitors, et cetera, at all times.
- Be prepared to flexibly adapt to the diverse situations that arise at a co-ed, residential summer camp.
- Assist in managing camp's daily operations.

**Specific Responsibilities:**

- Ensure the safety of campers and staff by following the guidelines outlined in Peconic Dunes' Risk Management Manual.
- Development of a community-oriented camp culture that emphasizes empathy, continuous improvement, and high performance.
- Meet regularly with counselors-in-training (CITs) and mentor them in developing skills necessary to be successful counselors.
- Supervise and develop 4 directors, 36 counselors, and 12 CITs.
- Delegate administrative tasks to counselors (mail pickup and drop-off, scheduling time off, kitchen duty, etc.).
- Handle calls regarding program questions, complaints, family problems, etc.
- Schedule, implement, and record fire drills
- Campers: know and be known, greet children (several times per day), serve all children without bias or favoritism.
- Manage conflicts amongst campers and staff.
- Personal ongoing development.

These duties are not the only duties to be performed. Some duties may be reassigned and other duties will be assigned as required.