



**Contract Position:** Adopteen Camp Assistant Director

**Compensation:** \$1,500

**Location:** Centennial, CO & Golden, CO (On-Site)

**Organization:** CCAI/The Park Adoption Community Center

**Supervised By:** Camp Director

The contract position will fulfill the role of Adopteen Camp-Conference Assistant Director for the 2025 Adopteen Camp-Conference. The Assistant Director helps in the overall management of camp by supporting the day-to-day operations of camp, supervising volunteers, managing camp schedule, and assisting with administrative work.

Assistant Director reports directly to the Camp Director.

2025 Adopteen Camp-Conferences include:

- Colorado School of Mines, Golden, CO (June 22-27, 2025)

## **Specific Duties**

### Committee Management

1. Assist with the selection of the Leadership Committee
2. Schedule, organize, and lead planning meetings with the Leadership Committee
  - a. 1-2 meetings per month until the month of the Camp-Conference
  - b. Weekly meetings during the month of the Camp-Conference until event begins
3. Manage the Leadership Committee, ensuring timely and valuable engagement and assignment completion from all Committee members

### Event Coordination

1. Assist the Camp Director in planning and carrying out team orientation and trainings.
2. Monitor all event logistics and track event expenditures
  - a. Keep budget updated for Camp Director
3. Coordinate rooming and small group assignments
4. Coordinate and oversee volunteers throughout the duration of the Camp-Conference
5. Lead Camp-Conference Team debriefs
6. Assume duties and responsibilities of the Camp Director during their absence



7. Explain and enforce the policies, traditions, and rules of camp as coordinated and agree upon with Camp Director and Adoptee Program Coordinator
8. Manage interpersonal and operational conflicts amongst campers, counselors and other members of the camp community.
9. Assume responsibility for the safety and well-being of campers.
10. Directly supervise Leadership Committee
  - a. Includes providing daily guidance and support and evaluating them throughout the event.
11. Assist in the evaluation and record keeping of Leadership Committee and campers.
12. MC duties if Camp Director is unavailable
13. Stay in consistent coordination contact with Camp Director and Adoptee Programs Coordinator

Post-Event:

1. Schedule post-event reflection meeting with Leadership Committee
2. Provide summary notes for Camp-Conference evaluation and CQI