



Rockhaven Camp and Retreat Center

66850 Gallatin Rd, Gallatin Gateway, MT 59730

www.rockhavencamp.org

Email: info@rockhavencamp.org

Phone: (406) 451-7092

Position	Assistant Camp Director
Pay	\$650/week, housing and meals provided
Timeframe	10 weeks
Type of Position	Seasonal
Contract Length	Saturday, June 1 - Sunday, August 11
Reports to	Camp Director
Deadline to Apply	March 15, 2024

Rockhaven Camp and Retreat Center is a small but mighty 10 acre outdoor ministry of the First Presbyterian Church (U.S.A.) of Bozeman, MT. Rockhaven follows an innovative "UnCamp" summer camp model. During UnCamp, free play, nature play, and experiential environmental education are center stage. Located under the magnificent Sheep Rock in beautiful Gallatin Canyon south of Bozeman, Rockhaven is the perfect location to safely and freely explore the wonders of the world around us. Nine sessions of camp are offered from June - August, including day camp and overnight opportunities for kids ages 5-15. All camps include hiking, group games, rock climbing, community fellowship, music, s'mores, and plenty of Rockhaven's signature nature play time. UnCamp is designed to allow campers and counselors the freedom to breathe and decompress, disconnect and discover their sense of curiosity. At Rockhaven we celebrate diversity in all its forms including, but not limited to, race, ethnicity, gender identity, sexual orientation, and abilities. We believe that every individual brings unique perspectives and strengths, and we strive to create a space where everyone feels valued, respected, and included.

Assistant Director Responsibilities

- Collaboration with the Director: Work closely with the camp director to implement Rockhaven's mission.
 - Collaborate on decision-making, problem-solving, and overall camp management.
- Camper engagement: Foster a positive and inclusive camp environment for all campers.
 - Encourage camper participation in activities.
 - In instances where a counselor encounters challenges in resolving camper conflicts, they will seek support from the Assistant Director.
 - Assist the Director with camper behavioral issues as needed.
- Administrative tasks: Assist with administrative duties such as camper sign in, camper records, and communication with parents.

- Inventorying, purchasing, and organizing supplies and materials. Monitoring supplies purchases within the camp budget.
- Camper safety and crisis management: Implement and enforce safety protocols to ensure the well-being of campers.
 - Address safety concerns promptly and report immediately to the Director.
 - Distribute camper medications following the approved medical protocols when the Director is unavailable.
 - Be prepared to handle emergencies or unforeseen situations. Implement crisis management plans for medical emergencies or severe weather.
- Staff support: Offer guidance and assistance to camp staff, serving as a supportive listener for any concerns or issues. Foster a positive and cohesive team environment.
- Program support: Plan and lead recreation and events as needed. This may include arts and crafts, group games, evening fellowship, and campfire activities.

Qualifications

- 21 years or older
- Genuine enthusiasm and passion for working with children of all ages. Demonstrates respect for children. Recognizes their unique ways of learning, behaving, and communicating.
- Capable of fulfilling responsibilities with minimal need for supervision.
- The ideal candidate should exhibit a high level of maturity in decision-making, particularly in conflict resolution and ensuring the well-being of campers and staff.
- Adaptability to changing camp environments and schedules.
- Effective organizational and multitasking abilities.
- Exceptional interpersonal skills, ability to build positive relationships with campers, parents, and staff. A friendly and approachable demeanor.
- Valid driver's license and acceptable driving record.
- This role involves spending a significant amount of time outdoors. Candidates should have the ability to lift and carry objects weighing up to 25 pounds. Applicants should be physically capable and willing to participate in hiking activities.
- A commitment to the Christian faith and to Rockhaven as a ministry of the [First Presbyterian Church \(U.S.A.\)](#).

Desired Qualifications

- 2 - 3 years of previous experience in a summer camp setting.
- Experience in crisis management and prior CPR/first aid training.

[Click here to Apply Today!](#)

Please email Camp Director Chandler Joiner at chandler@fpcbozeman.org with any questions.

Rockhaven Camp and Retreat Center is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, sex, age, sexual orientation, gender identity, national origin, protected veteran status, genetics, disability status, or any other basis prohibited by law. As a Religious organization, Rockhaven is exempt from the federal laws that EEOC enforces when it comes to the employment of individuals based on their particular religion.