

Assistant Director of Staff

Job Description

Classification: Full-Time, Exempt

Department: Program Department

Reports to: *Director of Staff*

Salary Range: 33,00-40,632

Summary/Objective:

The Assistant Director of Staff position is responsible for overseeing the holistic health and vitality of current and new employees as well as motivating and providing supervision of staff. This individual will also be responsible for performing intakes and coordinating client staffing.

Responsibilities:

- Train staff in pertinent information to the effective completion of tasks and responsibilities on time and as directed.
- Engage college campuses and universities to acquire, develop, and retain the talent of staff for camp
- Develop resources for connection to new staff, new campuses, and/or new partnerships with campus organizations
- Coordinate small group Bible study
- Cultivate staff relationships to identify potential donors
- Coordinate events and/or contexts for healthy staff development and interactions, including staff game nights, holiday parties, social outings, in-services, etc.
- Organize and execute Citikidz alumni contact lists, staff reunions, retreats, staff conferences, etc.
- Attend other events where past, present, and prospective staff might gather, such as the Impact Conference, CCO's Jubilee, or other travel required

Qualifications:

- Bachelor's degree or requisite experience
- Must possess strong interpersonal, communication (oral and written) skills, and computer competency.
- Personnel or Human Resource Management experience
- Excellent presentation and dialogue facilitation skills.
- Meticulous administrative and organizational skills with attention to detail.
- Highly motivated, shows initiative, and has ability to problem solve.
- Excellent written, verbal and interpersonal skills.
- High degree of flexibility can adapt easily to changing environment and tasks.
- Proficiency in Microsoft Office Suite, Google Suite.

This Job Description is prepared to generally describe the responsibilities and tasks to be performed by a fully qualified candidate who possesses the knowledge, skills, and experience required for this position. Duties or functions may be assigned to, or removed from, any position at any time.

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