

## UNITED SOUTH END SETTLEMENTS

*United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. Please visit our website at [www.uses.org](http://www.uses.org).*

*The residential camping experience provides boys with a unique opportunity for personal growth in a natural environment that is not found in typical urban living. It is USES’ philosophy that the important partnerships that develop with both parents and children in the summer should extend across the calendar year to offer the greatest benefit to Camp Hale participants. For several years, USES has been working to transform its service delivery approach to be more strongly focused on programming for families and children. Our goal is to offer a wide variety of family-oriented services and intergenerational activities and to increase the role of program participants, staff, and volunteers in our on-going operations.*

### **Assistant Director of Camp Hale**

**Summer 2014 Camp Staff must be available from June 8<sup>th</sup> through August 27<sup>th</sup>.**

Training week: June 9<sup>th</sup> through June 20<sup>th</sup>

Father Son Weekend (boys ages 7 and up): June 20<sup>th</sup> through June 22<sup>nd</sup>

Rookie Camp (boys ages 6-10): June 25<sup>th</sup> through June 29<sup>th</sup>

1<sup>st</sup> session (ages 7-10): June 25<sup>th</sup> through July 13<sup>th</sup>

2<sup>nd</sup> session (ages 11-14): July 17<sup>th</sup> through August 9<sup>th</sup>

3<sup>rd</sup> Session training week: August 9<sup>th</sup> through August 13<sup>th</sup>

3<sup>rd</sup> Session (Girls ages 8-14) August 13<sup>th</sup> through August 25<sup>th</sup>

The location of this job is 93 Milbridge Road, Center Sandwich, NH.  
Camp Hale provides room and board.

### **GENERAL DESCRIPTION**

The Assistant Director reports to and assists the Camp Director with the general camp operations. The Assistant Director hires and supervises camp staff; is responsible for the successful running of Camp programs; and, plans and carries out pre-camp and in-service staff training.

### **QUALIFICATIONS**

## RESPONSIBILITIES

1. Coordinate camp registration activities. Provide outreach to local community groups, youth groups, housing developments, church groups, schools, etc. to ensure that camp enrollment goals are met. Interview campers and parents, register campers, ensure that all registration paperwork is completed.
2. Recruit, hire, train, evaluate, and supervise all camp staff.
3. Develop (or obtain) and implement a curriculum of both summer and year-round activities for campers that promote positive youth development and environmental learning. Off-season activities should strengthen the relationship between Camp and other USES programs.
4. Maintain required records, permits, and licenses in accordance with both MA and NH regulations and standards.
5. Maintain American Camping Association accreditation; ensure that all policies and procedures meet ACA standards.
6. Direct and supervise the maintenance of the camp's physical plant including both the buildings and the grounds. Work with the Executive Assistant to the President to coordinate off season rental use of camp property to maximize revenue opportunities. Work with camp caretaker and alumni association to coordinate and ensure productive work weekend(s).
7. Ensure the safe and secure operation of the Camp.
8. Provide yearly evaluation of the entire camp program and operation.
9. Accept other duties as assigned.

## PHYSICAL REQUIREMENTS (with or without accommodation)

Must be able to climb, balance, kneel, crouch, reach, stand, walk, lift, finger, grasp, feel, talk, hear, and be capable of repetitive motion

Position requires exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly

Work requires close visual acuity

Position is not substantially exposed to adverse environmental conditions

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*The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.*

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**To apply, please email resume and cover letter to: [humanresources@uses.org](mailto:humanresources@uses.org)  
In the subject line, please specify the position to which you are applying.  
No phone calls, please.**