



ADTC – The ULTIMATE Overnight Dance Camp!

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Ask Us Anything!
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ASSISTANT PROGRAM DIRECTOR JOB DESCRIPTION (overnight)

Job Title: Assistant Program Director (APD)

Report To: Program Director (PD) and Owner

Supervise: Instructor-Counselors, Junior Instructor-Counselors, Counselors-In-Training and Health Care Managers

Position Purpose: APDs help plan and deliver the highest quality overnight camp experience for girls at their ADTC location at the direction of the Program Director. APDs also help take charge of the business management and overall operation of their camp, using the “ADTC Base Camp” admin portal to complete daily tasks. APDs maintain strong communication with the PD & help nurture positive relationships with summer staff, activity vendors, property managers, and most importantly, campers and parents. APDs help interview/hire their summer team & help lead staff training at the direction of the Program Director.

Essential Job Functions (Pre-Camp): APDs assist PDs with any/all of the following:

- **Participate in Mandatory Zoom Training (4 hrs over 2 days in late May - exact days/times TBD).**
- Oversee hiring of your summer team (interviews, reference/background checks, etc.).
- Plan staff training activities & schedule for your location.
- Plan themes, activities, field trips, arts & crafts, team events, etc. for your sessions with the APD.
- Be in contact with all staff for your location and finalize any transportation/airport pick-ups.
- Review the list of “Must Haves” in the PD Manual and devise a plan for getting all necessary office/canteen items to your location.

Essential Job Functions (During Camp): APDs assist PDs with any/all of the following:

- Manage parent communications (answer phones; return calls, emails, texts, contact requests, etc.).
- Deliver a FUN program to campers.
- Ensure we receive all necessary camper forms/waivers & contact parents who are missing anything.
- Assign camper roommates & teams.
- Ensure that staff and campers know and follow safety and educational procedures during camp programs.
- Assist in the management and care of the physical facilities and equipment in all program areas.
- Supervise and evaluate staff to develop and implement all facets of camp program activities.
- Develop and implement schedules and records for all areas of camp program and facilities.
- Oversee all daily operations including program, business, camper and staff supervision and parent relations.
- Oversee the health and safety of campers and staff. Administer & record meds given to campers in the health log (as specified on medical admin form & directed by the Health Care Manager).
- Handle any emergencies as they arise and complete incident reports to have on file.
- Manage the daily operations of the camp dining service.
- Teach or substitute teach any dance classes, as necessary.
- Manage canteen and activity accounts (in coordination with APD).
- Restock Canteen and office as necessary.
- Distribute daily mail/packages/emails to campers & send any return letters to parents via email.
- Manage documentation of daily camp life, photos, videos, etc. (in coordination w/ APD):
 - Upload ALL daily photos that meet min. quality standards to the Facebook album for each session.
 - Post highest-quality / most “on brand” pics to Instagram (posts, stories, reels, etc.).

- Ensure every camper is pictured in at least 5 FB & 1 IG upload each day.
- Film instructional “loom” videos about daily operations at your location (ex: “how post-it-forward wall works,” “how we handle homesickness at camp,” “how team points work,” etc.)
- Handle all on-site marketing during your camp sessions (ensure your campus exudes ADTC spirit & positive vibes all week, especially during check-in/out & Friday show,).
- Complete expense report for each session to have on file.
- Share Program Outline & favorite session pics w/ graphic designer by Wed afternoon each session.
- Distribute/record camper satisfaction surveys & complete staff evaluations to have on file.

Essential Job Functions (Camp Closeout):

Asst. Program Directors must help Program Director coordinate & schedule their “Camp Closeout” to ensure:

1. ALL camp supplies are safely stored and office supplies safely packaged/shipped to the National Office before your scheduled departure on the Saturday afternoon after check-out for your last session.
2. ALL canteen/activity money has been received and vendors paid. Asst. Program Directors will be financially responsible for money lost if the ADTC National Office finds you to be the responsible party in any monetary dispute with a client, vendor or property manager. These cases will be reviewed individually.

Qualifications:

- Must be 21 or older.
- Must be available to work ALL weeks of camp at given ADTC location/s.
- High School degree required; College degree highly preferred.
- Entrepreneurial, highly organized and goal oriented.
- Experience in the development and delivery of programs and activities for young dancers.
- Experience in management, customer service and administrative roles preferred.
- Very computer literate (Word, Excel, Power Point, Gmail, social networking).
- Must have a valid driver’s license and a clean driving record.
- Ability to drive personal vehicle to camp preferred.
- Must have your own laptop for camp.
- Self-motivated; ability to function autonomously.
- Current certification in first aid and CPR.
- Must submit “Hired Staff Form” w/ health history record and physical exam form prior to the first day of camp.
- Successful completion of criminal background check process.
- Non-US Citizens **MUST** have a US work visa as a condition of your contract.

Knowledge, Skills, and Abilities:

- Must be a talented and experienced dance teacher capable of independently leading exciting, challenging dance classes (warm-ups, across-the-floor work, and routines to perform at the Friday Show).
- Must be a mature, responsible, fun-loving individual and love sharing your passion for dance.
- Must love kids and love being a positive role model to campers and staff in your attitude and behavior.
- Must be ready to help make ADTC a great summer experience for everybody, including you!
- Must be able to accept supervision as well as organize and oversee activities of staff and campers.
- Must be able to establish and maintain productive working relationships and customer service within a diverse and multicultural environment that includes all ages.
- Must be able to observe camper/staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply behavior-management techniques.
- Must be willing to live in a camp setting & work irregular hours with limited or simple equipment and facilities, daily exposure to sun, heat, etc.

APD Pre-Camp Compensation:

Administrative pre-camp work will be compensated at \$20/hr.

APD During Camp Compensation:

Compensation below includes full room & board (lodging + meals)*

- **\$1100/week** for returning APD's working three+ sessions *(plus travel compensation up to \$200 per-location)*
- **\$1050/week** for returning APD's working two sessions *(plus travel compensation up to \$200)*
- **\$1000/week** for new APD's working three+ sessions *(plus travel compensation up to \$150 per-location)*
- **\$950/week** for new APD's working two sessions *(plus travel compensation up to \$150)*

** Successful completion of pre-camp APD training is required before beginning your contract (\$100 for returning APDs; \$50 for new APDs). Staff training typically begins Thursday night before campers check in Sunday and staff training days are compensated at a prorated ½ salary.*

A Note About Travel Compensation:

All roadway mileage will be calculated online at <http://maps.google.com>. ADTC will not change the reimbursement amount based on the reading from your vehicle's speedometer. Program Directors will be reimbursed for approved on-site travel to purchase camp supplies. Travel expense money will not be distributed at camp. Rather, all travel stipends will be directly deposited into your account after your attendance at camp has been verified.