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## Assistant Camp Director Resume

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### Job Objective

To secure a position as Assistant Camp Director with an experienced organization and bring my knowledge to the table to better everyone involved.

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### Highlights of Qualifications:

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- Remarkable experience in camp programming
  - Profound knowledge of developing and conducting programming
  - In-depth knowledge of development and management of youth programs
  - Proficient with Excel, Word, Outlook, PowerPoint and Explorer
  - Ability to schedule and supervise staff
  - Ability to work with children, adolescents and adults individually and in groups
  - Ability to train staff in camp program and procedures, safety regulations and emergency procedures
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### Professional Experience:

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Assistant Camp Director, August 2005 – Present  
Wiz Kids Sports Camps, Lombard, IL

- Assisted the Camp Director in planning and carrying out pre-camp and in-service staff training.
- Supervised the head counselors, provided guidance and support and evaluated them through the summer.
- Oversaw the ordering and control of general camp equipment and supplies.
- Supervised the dining hall area and maintained communication with the Chef Manager and kitchen staff.
- Coordinated with the Program Director in matters that are of mutual responsibility.
- Maintained proper records as required by the Camp Director.

Assistant Camp Director, May 2000 – July 2005  
B9nai B9rith Perlman Camp, Lombard, IL

- Developed and conducted pre-camp and in-service staff trainings.
  - Taught staff and adult volunteers their responsibilities during staff training.
  - Oversaw the set-up and supervision of camp units.
  - Submitted and placed orders for equipment and supplies when necessary and ensured timely arrival of materials.
  - Ensured evaluations are conducted for camp units and counselors.
  - Accountable for the welfare and monitored the adjustment of campers to camp.
  - Prepared, reviewed and submitted records and requested reports on time.
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### Education:

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Bachelor's Degree in Recreation, Drexel University, Philadelphia, PA

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