



## **Variety the Children's Charity of Saint Louis Adventure Camp: Management Assistant**

Are you looking for a meaningful and fun experience that will have a profound impact on children and teens with special needs in the St. Louis community? Do you want to step up as leader and help make camp safe, fun and unforgettable? Are you the kind of person who can keep things running smoothly while spreading positivity and energy? Do you love tackling challenges with creativity and quick thinking? Are you inspired to support camp staff and volunteers to be their best for their campers?

If this resonates with you, Variety the Children's Charity of St. Louis (Variety) is seeking a talented Adventure Camp Management Assistant to play a pivotal role in delivering impactful programs that drive our mission.

### **About Variety**

Variety is dedicated to empowering children and teens with disabilities by providing access to vital medical equipment, therapy services, and innovative recreation and performing arts programs. Our Adventure Camp is specially designed for children and teens ages 4 – 20 with disabilities, offering opportunities to build friendships, explore new activities, and experience joy in a supportive environment.

### **Position Overview**

Variety is seeking a Camp Management Assistant to support the camp management team in delivering a safe, engaging, and well-organized camp experience. This role serves as a key leader within camp operations, providing oversight, guidance, and problem-solving to ensure camp activities run smoothly.

The Management Assistant acts as a bridge between camp management, staff, volunteers, and families, helping maintain order, resolve issues, and create an environment where all campers, staff, and volunteers thrive.

### **Key Responsibilities**

- Monitor camp operations to ensure camper safety, staff effectiveness, and volunteer engagement.
- Serve as a liaison to address and resolve issues involving campers, staff, volunteers, or families.
- Ensure specialists are prepared to lead scheduled activities and have necessary materials.
- Oversee the daily loading and unloading of the camp supply van.
- Assist with camp setup and cleanup as needed.
- Support and participate in all staff training sessions.
- Provide ongoing guidance, feedback, and leadership to counselors, volunteers and staff throughout the day.
- Assist with special activities and provide hands-on support during camp events, including swimming.
- Support staff and volunteers as needed with direct camper care tasks, including:
  - Swimming activities, including dressing/undressing and participation.
  - Diapering and toileting needs.
  - Providing physical support for camper transfers, including individual and two-person lifts.

### **Qualifications & Skills**

- Minimum of three (3) years of experience in recreational programming (e.g., camp, after-school programs, or similar).
- Previous successful experience with Variety's Adventure and Winter Camp programs, including completion of at least one full summer season and one winter season.
- Strong written and verbal communication skills with the ability to build positive relationships with campers, families, staff, and volunteers.
- Leadership experience with the ability to motivate, guide, and support others.
- Highly organized with strong attention to detail and the ability to manage multiple priorities.
- Flexible, solution-focused problem solver who is able to respond quickly and appropriately in changing or challenging situations.
- Positive attitude, high energy, and ability to exercise sound judgment with patience and empathy.

- Ability to lift and transfer campers up to 49 lbs. and assist in two-person lifts for campers over 50 lbs.
- Ability to lift up to 25 lbs. of camp supplies and manage van loading/unloading.

**Requirements**

- Attend mandatory Lead Counselor and Specialist preparation meetings and all staff training sessions.
- Work all days of camp session.
- Arrive on time and check in/out daily with camp management.
- Communicate respectfully and professionally with all staff, volunteers, campers, and families.
- Adhere to all camp rules, policies, procedures, and safety guidelines.