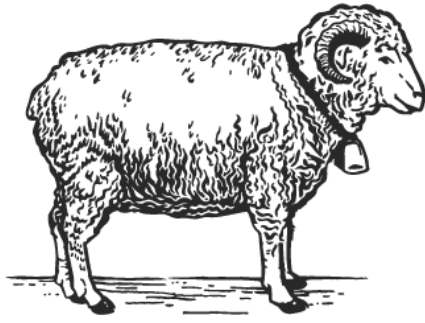




Bellwether

FARM

CAMP • RETREAT • EDUCATION CENTER

Assistant Summer Camp Director Position Description

Compensation: \$425/week

Start Date: May 20, 2026

Contact: renzi@bellwetherfarm.com

Accountability: The Assistant Director of Summer Camp reports directly to the Director of Program Innovation. Additionally, they may receive oversight from the Executive Director of Bellwether Farm and the Bishop of The Episcopal Diocese of Ohio. The Assistant Director also serves as the direct supervisor of all team members when the Director of Program Innovation is not present.

Principal Responsibilities:

1. With Director, support total management, safety, and continuity of Bellwether Farm
2. Serve as direct manager to counselors and LITs when Director of Summer Camp is off or away
3. Take a primary role in building covenant-based, professional community among staff, (serve as teacher & mentor)
4. Organize team for opening and closing day, helping facilitate smooth check-in and check-out
5. Thoughtfully assist with assigning and managing counselors and LITs cabin placements for each session
6. Ensure that counselors and LITs are prepared to lead, support, and care for campers
7. Coordinate support staff for night checks (check in with each cabin each night)
8. Support counselors with conflict or difficulty in camper groups (homesickness, bullying, etc.)
9. Act out skits and fun, silly announcements throughout the day to inform all campers and staff of general schedule
10. Act as primary timekeeper, ensuring the daily schedule is being kept, making sure transitions are occurring and changes to schedule are communicated promptly
11. Work with intern to prepare nametags, shirts etc. for each session

Additional Expectations: Be prepared to implement any additional work responsibilities that may be asked of you.

Desired Specific Qualifications: At least 21 years of age; 1-2 seasons of proven success as a leader in a youth serving agency; active spiritual life.