



AVAILABLE POSITION - SUMMER 2025

Associate Director

[Seasonal, full-time, non-cabin Staff - minimum age 25+]
[if desired, this position can involved part-time winter hours]

Camp Nicolet for Girls is a traditional overnight summer camp in Eagle River, Wisconsin. Family-owned and operated for over 80 years, our goal is to provide a safe, fun, educational summer experience for young women ages 7-17, and Staff ages 18+. Visit our website, <https://campnicolet.com>, to learn more about our programs and philosophy.

Camp Nicolet seeks an **Associate Director**, who assists the Camp Director with the day-to-day operation and management of the camp. The Associate Director ensures safe, quality, engaging experiences for campers through active and ongoing management of the entire Staff team. This position pays \$150 per day; semi-private housing, all meals, and Workers Compensation Insurance are included as benefits. The contract length is from **June 2nd through August 19th, 2025**.

The Associate Director has the following fundamental responsibilities:

- Following management structure, is a point of contact for Staff with questions or concerns
- Following flow of Staff structure, is an eventual point of contact for campers with concerns
- Is a key contact for parents and families - may delegate incoming to other administrators
- Act as the secondary manager of all camp day-to-day operations and happenings
- Coach and mentor employees across all departments if performance is out of compliance with camp policy, ACA standards, State of WI code, insurance regulations, or best practices
- Assist the Camp Director with meetings & difficult conversations - maintain documentation
- Collaborating with administration, ensure a quality "cabin life" experience for the community
- Collaborate with Office Manager to coordinate camper & Staff transportation schedules
- Collaborate with Office Manager to coordinate Staff time off transportation & drivers
- Collaborate with the Program Director to schedule Staff time off & evening Patrol
- Collaborate with the Program Director & Wellness Coordinator to determine cabin placement
- Annually assist with the deployment of Staff Training & training resource development
- Assist with camp maintenance tasks as necessary (area set-up, team cleaning, minor repairs)
- Collaborate with the Camp Nurse & Relief Nurses to determine a Patches coverage schedule
- Is the direct supervisor of the Program Director - maintains working knowledge of program
- Collaborate with the Camp Director to ensure the smooth operation of the camp kitchen
- Assist Camp Director with employee performance reviews (mid-season, close of season)
- Collaborate with CIT Advisor in coordination of the Nicolet Counselor-In-Training program
- Assist with camp vehicle (van) driving responsibilities & be liaison to van rental company
- Maintain a working knowledge of Parent Visitation reservations and schedules
- Advises Wellness Coordinator and Office & Camp Store Manager as necessary
- Practice "Management by Walking Around" - maintain daily, routine visibility
- Collaborate with Camp Director in coordination of weekly Staff Meetings & attend
- Collaborate with Program Director in coordination of weekly Area Director meetings & attend
- Collaborate with Program Director in coordination of Area In-Services (as required by ACA)
- Collaborate with Facilities Dept. regarding weekly laundry runs (drivers, equipment, etc.)
- Work to build appropriate working relationships with other Staff members, through routine attendance at camp community activities and programs [Campfire, Cookouts, etc.]
- Physical mobility; be "on your feet" during the day, and be able to lift reasonable amounts
- Recognize parameters of Camp Nicolet tradition, while feeling comfortable with bringing an innovative approach to community culture and activities & programs offered

The position comes with the following benefits:

- Make a positive, lasting impact in the lives of today's youth; campers & young employees
- Work in a youth-oriented, beautiful outdoor setting
- A full day off for every six days worked
- Meals, housing, staff uniform shirt, and Workers Compensation Insurance provided
[insurance is provided while on duty]
- Camp Nicolet is an **American Camp Association accredited camp**

***Contact Jeremy Starz, Owner & Director, for more information and to apply:
jstarz@campnicolet.com or 608-469-3091 (voice/text/WhatsApp)***