



FFGC Wekiva Youth Camp
1800 Wekiwa Circle
Apopka, Florida 32712
www.wekivayouthcamp.org



2024 Assistant Director – FFGC Wekiva Youth Camp – Apopka, Florida

Position Description:

The Florida Federation of Garden Clubs (FFGC) is seeking an Assistant Director for Wekiva Youth Camp (WYC), a residential, overnight camp for campers in 1st – 9th grade located in Wekiwa Springs State Park (WSSP) in Apopka, Florida. FFGC WYC has been in operation since 1974 and WYC is operated in cooperation with the State Park system. FFGC WYC focuses on environmental education and conservation in addition to traditional youth camp activities including swimming, hiking, nature observation, arts and crafts, singing, skits, indoor/outdoor games, camping, canoeing, and many other long standing traditions. The camp hosts a total of 104 campers each week along with 26 staff members – for a total of 13 camper cabins – and programs are led by FFGC Volunteer leaders. FFGC WYC is accredited through the American Camp Association (ACA).

Responsibilities and Duties:

Responsibilities of the Assistant Director(s) include but may not be limited to the following:

- Maintaining the health and safety of all campers and Staff in accordance with ACA standards, policies and objectives of the FFGC, as well as the Rules and Regulations of WSSP.
- Assist the Director in the staff organization, background checks, required staff documentation, schedules, orientation, training, and duty assignments, staff supervision, and weekly staff meetings.
- Assist the Director with camper check-in and check-out, daily administration of camp and, as needed and directed, with planning and carrying out all special or evening activities and programs in conjunction with the staff.
- Assist the Director in addressing camp concerns involving campers and staff.
- Have the ability to communicate clearly, maintain a levelhead in stressful or emergency situations, have strong organizational skills, take initiative, and fully execute delegated tasks with little oversight.
- Monitor camper sessions and programs as needed.
- Responsible for taking and developing cabin photos each week, updating the camp blog daily, and creating a weekly slideshow of camp activities for closing ceremonies.
- Assist the Director with transportation coordination for campers within Wekiwa Springs State Park during day-to-day operations.
- Assist the Director with updates/revisions to all relevant ACA required documentation. Participate in ACA inspections (if applicable) at FFGC WYC.
- Perform duties as deemed necessary for successful administration of FFGC WYC.
- Assume the duties and responsibilities of the Director in the event of the planned or unplanned absence of the Director

Working Conditions:

The Assistant Director is provided with private living quarters for the duration of their time at WYC. The Assistant Director is expected to remain at WYC Sunday mornings through Saturday afternoons while camp is in session or make arrangements with the FFGC Chairman and Director regarding operations in case of their absence.

Applicants must be available June 11th through July 27th, 2024

Two Assistant Directors may be considered for three camper sessions each (consecutive or alternating) however, all Directors must be onsite during the week of June 11-15, 2024 for Camp set-up, pre-planning, and Staff Orientation.

Required Qualifications:

- 5+ years' experience working with youth
- 2+ years' experience in staff or classroom management
- CPR/AED/First Aid certified (or certified by the time of summer sessions)
- Valid Driver's License
- Applicants must be at least seven years separated from high school
- Pass a Level 2 background check

Preferred Qualifications:

- Previous experience at FFGC WYC
- Outdoor and/or waterfront experience

Compensation:

Compensation will be based on the schedule that is ultimately agreed upon. Should you have additional questions regarding compensation prior to applying, please contact wekivachairman@gmail.com.

Additional Details:

The ideal candidate enjoys working with children and young adults and shares in FFGC WYC mission to teach Florida's youth about the conservation and restoration of our environment in a fun, safe, and immersive setting.

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Please submit a résumé to FFGC Wekiva Youth Camp Director, Shelby Mander, at CampWekivaDirector@gmail.com by April 15, 2024.