

## Assistant Site Director

\*Minimum Requirements: Bachelor's degree and leadership experience in education/camp setting

The assistant site director shares with the site director the responsibility for providing overall leadership to the site and managing the day-to-day operations. Assistant site directors maintain high visibility on campus, meet daily with staff and students, and attend all major events at the site. They are expected to be visible, available, and approachable leaders and members of the site community. Assistant site directors work at a high level on initiatives and projects that impact the whole site, as well as oversee specific areas of site operations such as crisis management and the student health operations. Assistant site directors take 1-2 days off per session, to be approved by the site's program manager or assistant program manager and coordinated with the site director. Days off cannot be taken on weekends.

## Sample Daily Schedule

Here's what a day in the life of an Assistant Site Director looks like. Exact schedules will vary from site to site.

### Morning

- Check in at the site office to handle any emergencies and make sure the health office is set for medication distribution for the day
- Attend breakfast and talk to students and staff before class begins
- Check in with the site director and divide tasks for the day
- Visit classes
- Return parent calls, read/respond to Concern Incident Medical Reports (CIMRs), and work with the host institution on any issues
- Attend the daily administrative team meeting

### Afternoon

- Have lunch and take an afternoon break
- Visit classes and afternoon activities
- Coach and be available to staff
- Check in with the health office about schedules, record keeping, and student issues

### Evening

- Attend dinner and talk to students and staff
- Continue to work on paperwork and catching up on issues from the day
- Visit classes, social time, and/or hall time
- Check in with the health office for bedtime medications

### Weekends

- Be an active presence during big weekend events and set aside blocks of time when you can be available to students and staff

- Stay on top of paperwork and logistics
- Check in on the health office at least once a day