



## Night Operations Assistant Manager Job Description

**Position Title:** Night Operations Assistant Manager  
**Department:** Night Operations  
**Reports Directly To:** Night Operations Manager  
**Reports Indirectly To:** N/A

**Directly Supervises:** Night Operations  
Staff/Counselors  
**Indirectly Supervises:** N/A  
**Date:** July 20, 2016

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**SUMMARY:** The Night Operations Assistant Manager is responsible for assisting the manager and carrying out directives for the night operations department. They will oversee the counselors and NOPS staff in the evenings and overnight and will act as primary liaison between NorthBay and visiting staff and guests during the evening and overnight. The Assistant Manager will be a positive role model and support students, teachers, parents and guests in the areas of afternoon and evening activities. Responsible for being on call for emergencies and camp-wide needs during assigned hours. Oversee operation of current environmental and character education activities, providing training and feedback to staff/counselors, as well as assist in development and coordination of new creative camp activities for students and guests.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

1. NOPS Assistant Manager is responsible for assisting in the management of the night operations staff/counselors
2. Schedule/coordinate counselor cabin coverage assignments and record in CampBrain
3. Manage discipline during overnights
4. Manage parent/adult issues overnights
5. Assist with training NOPS, discipline techniques, education techniques, and leading activities
6. Manage emergency incidents overnight
7. Ensure quality at all times through direct supervision of staff/counselors (approximately 70% of weekly schedule should be spent directly with staff)
8. Stay in cabin as counselor as needed
9. Work/coordinate with Wellness staff overnight
10. With the NOPS Manager, responsible for counselor employee performance reviews and 90 day evaluations and work performance evaluations.
11. Distribution, coordination and reporting on results of Parent Surveys
12. Assist with the scheduling of activities, ensure diversity of activities and accurate activity time schedule

**QUALIFICATIONS:**



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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

2– 4 years of experience in outdoor education, camp counseling or working with children.  
College Degree preferred.  
Management or supervisory experience preferred.

**SUPERVISORY RESPONSIBILITIES:** NOPS staff & counselors

### **LANGUAGE SKILLS:**

Strong communication skills required, both verbal and written.  
Spanish language skills preferred.

### **LICENSES, CERTIFICATES, REGISTRATIONS:**

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.