



Night Education Assistant Manager Job Description

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

Directly Supervises: Night Education Staff/Counselors
Indirectly Supervises: N/A
Date: July 26, 2023

SUMMARY:

NorthBay Education is a non-profit organization providing large-scale, innovative education programs to public school students. Headquartered in North East Maryland, NorthBay is the largest program of its kind, serving middle school students from Maryland and surrounding states with the goal of transforming lives and inspiring action by fundamentally changing the way students experience and engage in education.

NorthBay is seeking a Night Education Assistant Manager to oversee the overnight counseling team in the evenings and overnight during our school-year programs. They will act as NorthBay Point of Contact for visiting staff, guests/chaperones and students 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. They will ensure quality programming within the afternoon sessions of our environmental and social emotional learning activities through direct supervision and training of overnight counseling staff.

NorthBay is looking for highly motivated, independent workers who can deliver a superior level of customer service while being able to think on their feet to address emergencies and camp-wide needs during assigned hours, including overnights. Successful candidates will have 2– 4 years of experience in outdoor education, camp counseling or working with children, as you will be responsible for the development and coordination of new creative camp activities. Management/supervisory experience and College degree are preferred. Spanish-speaking bilingual candidates are also preferred.

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

- Direct supervision of overnight counselors
- Act as NorthBay Point of Contact for visiting staff, students and guests during the evening and overnight, including managing parent/adult issues during shift/overnights.
- Regular check-ins /coordination with other overnight coverage departments (Wellness, Night Security)



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- Demonstrate traits/behaviors consistent with being a positive role model while supporting students, teachers, parents, guests, and counselors 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 evening lessons and activities.
- Under the guidance of the Night Education Manager, train and provide feedback to counselors.
- Assist in development and coordination of new creative camp activities for students and guests.
- Schedule/coordinate counselor cabin coverage assignments.
- Manage discipline and emergency incidents during shift and overnights.
- Stay overnight.
- Coordinate with Night Education Manager to complete counselor employee performance reviews (90 day, mid-year and annual).
- Work with Night Education Manager to ensure regular and timely performance to staff with appropriate required documentation (written warnings, performance notices, performance plans).
- Distribution, coordination and reporting on results of Parent Surveys.
- Assist with the scheduling of activities, ensure diversity of activities and accurate activity time schedule.
- Run weekly wrap-up meetings with counselors.

QUALIFICATIONS:

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.
Spanish-speaking bilingual preferred.

SUPERVISORY RESPONSIBILITIES:

Overnight Counselors



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