



# JOB DESCRIPTION

National History Academy

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POSITION: Assistant Academy Director POSITION STATUS: Full Time/Seasonal  
DEPARTMENT: Operations CLASSIFICATION: Exempt  
REGULAR WORK HOURS: Training Session: June 18-24, 2018  
National History Academy: June 24-July 27, 2018  
REPORTS TO: In Order: Academy Director, COO, President & CEO

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## **POSITION SUMMARY:**

The National History Academy is recruiting an Assistant Director for their inaugural summer program. The National History Academy is the nation's preeminent summer history program designed for high school students with an interest in history, law, and government, and will teach civic engagement through place-based history education. More information about this exciting opportunity can be found at [www.historycamp.com](http://www.historycamp.com).

This position will provide room and board, a stipend, transportation to, and admission at, all historic sites visited, and a truly once-in-a-lifetime opportunity to experience American history in the places it actually happened. The Assistant Director will assist in the management of 100 students and 10 counselors, be the key point person overseeing the safety and wellbeing of students, counselors and instructors, and manage the day-to-day operations.

The primary responsibilities of the Assistant Director will be to help implement and execute the vision of the National History Academy management team. Individuals with experience managing schools or sleepaway camps, including assistant principals, principals, and other school leadership positions, are perfectly suited for this exciting 6-week opportunity.

Applicants must be detail-oriented, possess excellent computer and phone skills, and have a well-honed ability to multi-task. Knowledge and love of American History is also a plus, but not a requirement. Specific duties include:

## **RESPONSIBILITIES:**

- Help implement the vision of the National History Academy management team
- Assist the Academy Director in supervising daily routines and procedures for students
- Assist the Academy Director in the supervision and management of Master Teachers and Counselors
- Ensure compliance with American Camp Association standards and state and local standards of care for students
- Serve as a direct line of communication to parents
- Manage the logistics of all student travel and site visits
- Maintain email records of all activities, operations, and staff
- Serve as the expert on the crisis management plan, including all emergency procedures.
- Support the values and mission of the National History Academy

**REQUIREMENTS:**

- Demonstrated excellent oral and written communication, interpersonal and leadership skills. You must be able to speak clearly to students, other teachers, parents and administration officials.
- Excellent organization and time management skills
- Problem solving skills and the ability to lead
- The ability to manage all situations with authority
- Create healthy relationships with students and faculty to create a high-quality learning environment
- Observe and assess student behavior and enforce safety regulations, emergency procedures, and apply appropriate behavior-management techniques
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist students in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Must be first-aid/CPR certified
- Must maintain a CDL License
- Must pass a background check

**EVALUATION:**

Evaluation will be on an ongoing basis in staff meetings and in private conversations. A formal written evaluation will be completed at the end of the summer session. Performance will be based on degree and quality of completing the job description.

**CONDUCT:**

It is understood that every employee will make a good faith effort to conduct themselves in a friendly, helpful and professional manner at all times.

Please contact Michelle Burrelli at [michelle@historycamp.com](mailto:michelle@historycamp.com).