



## **Position Title: Assistant Camp Manager**

Full-time Temporary Position, May 29-August 2, 2024  
Foundation for International Understanding Through Students (FIUTS)

The Assistant Camp Manager will provide vital support in the coordination and execution of the FIUTS Uaiakinan ao Uarokoan Toronibwaia I-Kiribati (UUTI) summer camp. This role is instrumental in ensuring the smooth day-to-day operations of the camp, contributing to the creation of a safe, inclusive, and enriching environment for 50 youth and adult participants from Kiribati. Under the guidance of the Camp Manager and in collaboration with staff and volunteers, the Assistant Camp Manager will play a key role in facilitating activities, managing logistics, and fostering a positive camp community.

### **Key Responsibilities:**

- Assist the Camp Manager in organizing and implementing camp activities and programs that align with the overall goals of the exchange program agreement.
- Support in coordinating camp logistics including accommodations, meals, transportation, supplies, technology, and cultural events, ensuring all arrangements meet the needs of participants.
- Assist in maintaining a safe and secure camp environment by adhering to health and safety protocols, responding promptly to any issues or concerns, and participating in emergency preparedness and response efforts.
- Aid in the creation of participant materials such as pre-arrival communications, welcome packets, orientation presentations, and informational materials.
- Collaborate with the Camp Manager to oversee daily camp operations, address challenges as they arise, and ensure the overall well-being of campers and staff.
- Provide administrative support including budget management, record-keeping, reporting, and collection of participant feedback.
- Assist in communication efforts by sharing program updates through various channels including the FIUTS Blog and social media platforms.
- Foster a positive and inclusive camp community where all participants feel valued, respected, and supported in their learning and growth.

**Qualifications:**

- Prior experience in supporting educational programs or camp activities, preferably with youth or university-level students.
- Experience collaborating with a small team to achieve program goals.
- Attention to detail and a proactive approach to problem-solving.
- Proficiency in Microsoft Office suite, social media platforms, communication tools, and online software.
- Flexibility to work on-call, evenings, and weekends as required during the month-long camp.
- Commitment to promoting global engagement and cross-cultural dialogue.
- Previous experience living or working in the Pacific Island/Micronesia region is a plus.
- Successful completion of a criminal background check.

**Compensation, Benefits, and Hours:**

This is a full-time temporary position beginning mid-late May through early August; the month-long camp runs from June 28 to July 26. The hourly rate is \$24, with benefits including a transit pass and several meals during camp.

**Application Process:**

Interested candidates should submit a resume and cover letter in PDF format via email to Era Schrepfer, Executive Director, at [era@fiuts.org](mailto:era@fiuts.org). Applications will be accepted until the position is filled.