



# ROCKY HILL COUNTRY DAY SCHOOL

530 Ives Rd, East Greenwich, RI 02818  
401.884.9070 | [rockyhill.org](http://rockyhill.org)

## **Assistant Summer Camp Director — Summer at Rocky Hill**

**Location:** Rocky Hill Country Day School, East Greenwich, Rhode Island **Position Type:** Seasonal, January 19 – August 26, 2026 **Reports To:** Camp Director and Director of Community Partnerships **Application Deadline:** Open until filled

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### **About the Program**

Rocky Hill Country Day School seeks an Assistant Camp Director to help lead Summer at Rocky Hill, our summer program for children entering nursery through grade 12. Set on our 84-acre waterfront campus along Narragansett Bay, the program brings together the best of outdoor exploration, creative learning, and meaningful community in a setting unlike any other in Rhode Island.

### **Position Summary**

The Assistant Camp Director works closely with the Camp Director to plan and carry out all aspects of the summer program. This includes supporting staff development, coordinating daily programming, maintaining the highest standards of safety and care, managing resources, and building strong relationships with families. The right person for this role brings both energy and thoughtfulness, and understands that a great summer experience is built on preparation, attention to detail, and genuine care for young people. This position helps ensure that Summer at Rocky Hill reflects the values, spirit, and educational mission of Rocky Hill Country Day School.

### **Essential Duties and Responsibilities**

Support the planning, organization, and management of all facets of the summer program, including scheduling, curriculum coordination, and daily operations.

Assist in recruiting, hiring, training, supervising, and evaluating seasonal staff in accordance with school and state regulations.

Help oversee camper registration, enrollment management, and regular communication with families, including weekly newsletters.

Implement and maintain all health, safety, and risk management protocols in alignment with school policies and applicable regulations.

Serve as the on-site administrator during camp sessions as needed, responding to operational needs and addressing concerns from families, staff, and other community members.

Support the coordination of pre-camp training and orientation for counselors and instructors.



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Foster a positive, inclusive environment that supports the social, emotional, and developmental growth of every camper.

## **Qualifications**

A minimum of one to three years of experience in recreation, youth development, education, or a related field, with a focus on youth programming and camp leadership.

Demonstrated ability to support staff management and coordinate multiple program areas simultaneously.

Strong interpersonal, communication, and organizational skills.

Knowledge of health and safety practices applicable to youth programs.

Current First Aid/CPR certification, or willingness to obtain prior to start date.

A genuine commitment to creating a welcoming and inclusive program for all children, families, and staff.

## **Compensation**

This is a seasonal, exempt position with a competitive salary based on experience.

## **To Apply**

Please send a cover letter, resume, and three professional references to [employment@rockyhill.org](mailto:employment@rockyhill.org) with the subject line "Assistant Summer Camp Director."