



Position: Camp Director

Supervisor: Director of Operations

Department: Core Staff

Hours:

20 hours of planning before June 10

June 10-Aug. 9, Monday-Friday, 12-8 p.m. (some early/late hours required)

Salary/Rate: \$15-\$20 per hour

General Function: The Camp Director will be responsible for the day to day operations of Camp Hogan. Major responsibilities will include scheduling, supervising staff, and addressing parents. This position requires strong leadership, organizational, supervision, communication, and creative qualities.

Responsibilities:

- Assist the camp team in planning and carrying out pre-camp and in-service staff training
- Assist with supervision and appraisal of counselors
- Plan, prepare, and facilitate daily, age appropriate programs
- Maintain a clean and safe camp site
- Responsible for overseeing staff and campers in all day camp programs including but not limited to: additional driver as needed, timely completion of paperwork and reports, establishing daily and weekly schedules
- Establish and maintain systems for check in, schedules, off site functions, and check out
- Coordinate use of supplies (including snacks) and equipment. Keep daily inventory, and inform supervisor of supply and equipment needs.
- Maintain proper records, including but not limited to incident reports and parent phone call reports, health forms/necessary waivers for each camper, and end of week/session behavior management reports and medical reports
- Build relationships with parents or campers and act as a liaison to the local community
- Provide appropriate support and leadership for counselors
- Coordinate matters of interest in areas of overlapping responsibility while always seeking the best solution for campers and the camp
- Use established system for communication with other staff
- Provide daily and weekly schedules
- Be able to communicate and work well with other members of the leadership team

**Essential Functions:**

- Be able to assist with the training of all staff
- Be able to work and communicate well with a variety of age groups
- Have visual ability recognize hazards in the camp setting the auditory ability to respond appropriately to those hazards
- Be able to observe and facilitate camper and staff behavior, respond to health and safety concerns, and deal appropriately with the improper behavior

Qualifications:

- At least 21 years of age
- Experience as a group counselor or staff member in a camp setting (experience at programming in a camp setting preferred)
- Extensive knowledge of early child development and programming
- Ability to speak to large groups effectively
- Experience planning and facilitating large group programming
- Strong organization with an ability to multitask and fill roles as needed
- Previous supervisory experience preferably in a camp or education setting
- Flexible and mature, with ability to be self-motivated and work with minimum supervision
- Ability to relate to peers as well as youth effectively
- CPR and First Aid certified (can be obtained upon hire)

Skills:

- Project Management - Supports goal attainment by prioritizing activities, assigning responsibilities in accordance with capabilities, monitoring progress, and evaluating impact.
- Quality Results - Demonstrates and fosters a strong commitment to achieving goals in a manner that provides quality experiences.
- Change Capacity - Acts on change as an opportunity for personal growth and work enhancement rather than viewing it as a problem to be avoided or resisted.
- Influence - Employs influence strategies that engage, inspire, and build commitment to the cause and overall goals of the organization.
- Decision-making - Makes sound decisions/judgments based on input from others, data, and feedback. Also identifies and utilizes new course of action when encountering obstacles or problems.
- Developing Others - Recognizes and acts on the need to continually develop others' capabilities to attain the highest level of performance possible.



Physical Requirements/Work Environment:

To perform this job successfully an employee must be able to perform each essential duty satisfactorily. The qualifications and duties listed above, and the physical demands of the position listed here, are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable an employee with disabilities to perform the essential duties.

The physical demands of the position include:

- Visual and auditory ability to observe and to respond to critical incidents and the physical ability to act swiftly in an emergency situation.
- Ability to lead and interact in group activities and perform related physical skills.
- Ability to stand, walk, sit, stoop, kneel, or crouch. Ability to climb, push, and pull.
- Ability to lift and carry objects up to 20 pounds.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Other duties assigned as needed.

This position is contingent on approval of ongoing funding and grants to be renewed at the end of the funding cycle.

Employee Name (printed): _____

Employee Signature: _____

Date: _____

Date Reviewed with Supervisor: _____

Employee Initials: _____ **Supervisor Initials:** _____