

# CAMP DIRECTOR

Job Title: **Camp Director**

Classification: **Volunteer Non-Paid**

Reports to: **Executive Director**

## **Position Purpose:**

To further the mission of Camp Leo through the development and daily management of camp programming, human resources, and strategic operations.

## **Qualifications:**

- ♦ Minimum Age: 25 years old prior to the first day of their camp session
- ♦ Education, training, and experience in special needs camping
- ♦ College degree preferred
- ♦ At least two years previous experience in working with diabetes in a care-intensive environment
- ♦ Leadership Experience

## **Relationships:**

- ♦ Camp Directors are responsible to the Executive Director and the Board of Directors.
- ♦ Camp Directors will coordinate with the Medical Director, Medical Lead, Camp Physician, Counselor Lead, Counselor-in-Training Lead, and Program Directors as necessary to provide for a safe, healthy working environment for their staff and campers.

## **Essential Job Functions:**

1. Design, deliver, and evaluate camp program that meets the needs and interests of the camps target populations and ensure their delivery in a safe and quality manner.
  - ♦ Remain current with information on the developmental needs of youth.
  - ♦ Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
  - ♦ In collaboration with the Executive Director develop and implement crisis and risk management procedures.
  - ♦ Design and ensure delivery of programs and activities appropriate to the camper population.
2. Leading and participating in the staff meetings
  - ♦ Camp Directors will lead the daily morning meeting to go over planning, needs, and address any issues. Additional meetings with their leadership team will be scheduled as necessary.
  - ♦ Camp Directors will participate in the medical staff evening meeting to solicit and deliver feedback.
3. In collaboration with the Executive Director design and implement a marketing plan to increase camper attendance and camp usage.
  - ♦ Participate in family and camper outreach.
  - ♦ Help to develop and implement recruitment and retention strategies.
4. Implement on-site human resource management practices to retain and support existing camp staff.
  - ♦ Participate in developing and delivering pre-camp off-site and on-site training programs.
  - ♦ Responsible for on-site training, supervision, and evaluation of staff.
  - ♦ Responsible for identifying activity leads for each activity and ensuring that those individual are trained and qualified to lead the activity.
  - ♦ Offer appropriate coaching, intervention, and support strategies to ensure that staff are meeting their goals and executing the camp program as outlined.

- Collaborate with appropriate lead to fill in any positions vacated because of illness, emergency, or dismissal.
  - Make the final decision regarding the dismissal or suspension of any camp counseling, program, or medical staff.
5. Oversee the daily operation of the summer resident camp including program, camper and staff supervision, and health care.
- Coordinate the daily schedule and make any modifications as necessary.
  - Secure sufficient coverage in health care staff and their implementation of the health care plan.
  - Maintain American Camping Association standards.
  - Participate in Camp activities to the extent necessary for proper awareness and supervisory functioning.
  - Coordinate with the Medical Lead, Camp Physician, and Medical Director to ensure the execution of appropriate medical oversight at camp.
  - Coordinate with the Counselor and CIT lead to ensure that behavioral goals and outcomes for campers are being met.
6. Oversee on-site emergency management response
- Train camp staff in appropriate emergency response techniques for the situations outlined in the risk management plan.
  - Coordinate communication plan with local officials, rental staff, and camp parents.
  - Make decisions as necessary to ensure the safety of campers and staff.

**Other Job Duties:**

- Contribute to verbal and written evaluations and communication.
- Distribute and collect staff and campers surveys to evaluate the success of the camping program.
- Lead and participate in activities as needed to ensure sufficient coverage.

**Knowledge, Skills, and Abilities:**

- Understand the development needs of youth.
- Personal understanding of type one diabetes
- Ability to relate to youth and adults in a positive manner.

**Physical Aspects of the Job:**

- Ability to observe camper and staff behavior assesses its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physical ability to stand for long periods, walk long distances, hike hills, swim
- Requires range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.
- Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities.