

Camp Director

Desired Qualifications

- ◆ Bachelors in camp administration or related degree.
- ◆ Director certification by The American Camping Association preferred
- ◆ Current CPR and first aid certifications
- ◆ At least one season of camp administrative experience (i.e. unit leader, head counselor)
- ◆ Ability to supervise staff and campers
- ◆ Ability to meet the public
- ◆ Ability to plan, originate, organize, and carry out daily and special programs

Responsible to: Director of Parks and Recreation

Camp Goals

To offer a well rounded program offering a wide variety of activities and programs to the children.

General Responsibility

To plan, direct, and supervise all camp programs and staff.

Specific Responsibilities

1. Define camp goals and/or define and plan programs to reflect camp goals
2. Originate and carry out a system for recruiting campers and staff utilizing brochures, telephone calls, reunion, etc.
3. Prepare and conduct pre-camp and in-service staff training.
4. Order or supervise the ordering of food, supplies, and equipment, and arrange for proper distribution.
5. Set and supervise office procedures, opening-and closing-day procedures for staff and campers.
6. Develop routines, schedules, and procedures for camp operation.
7. Assign staff activities and other responsibilities
8. Assign staff and campers to groups.
9. Supervise and evaluate, or supervise evaluations of, all operations and program staff.
10. Maintain and review records and evaluations of all programs, operations, staff, and facilities.
11. Prepare an evaluation and summary of current season including inventories, staff evaluations, camper reports, and recommendations for the following season.
12. Define and monitor crisis management plan, including emergency procedures.
13. Organize trips out of camp.
14. Monitor safety and all procedures as they pertain to the complete supervision of all campers and staff.
15. Help provide an atmosphere for developing good morale and well-being among the camp family.
16. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Essential Functions

Supervise staff in setting camp up and packing camp away. Prepare letters to parents regarding camp session activities and trips. Assure the safety of all participants in the program.