



Camp Director Job Description

We are looking for an enthusiastic Director to manage our camp. In this role, your duties will include managing the day-to-day operations, managing teachers and volunteers, ensuring that daily curriculum is taught according to lesson plans, participating in field trips, ensuring children's safety, communicating with parents, and handling any disciplinary issues. Your duties may also include modifying activities to accommodate unforeseen issues. Outstanding candidates prioritize the safety of all campers and ensure an excellent camp experience.

To ensure success, camp directors should exhibit patience, leadership skills, creativity, organizational skills, and critical thinking, have experience in managing and motivating staff and children and demonstrate the ability to assume responsibility for the day-to-day management of a camp.

Camp Director Responsibilities:

Consult/train with Executive Director on camp requirements/structure

Review and understand camp curriculum by class

Implement camp curriculum and recreational activities

Ensure teachers are teaching curriculum daily per schedule

Maintain and distribute supplies to classes

Ensure the Implementation of daily camp activities based on activity schedules

Manage check-in/check-out of students and staff

Oversee camp staff, as well as ensuring the wellbeing of campers.

Enforce behavioral standards, troubleshooting issues involving campers and/or staff to foster respect, kindness, and safety

Assist and supervise staff/volunteers in the organization, implementation, decision-making, and troubleshooting of lesson plans/curriculum/activities

Maintain a positive team atmosphere among campers, families, staff at the camp and volunteers

Manage camp field trips

Monitor recesses

Drive Camp van when necessary

Maintain meal count for state program

Communicate activities to parents as needed

Manage time-off/coverage of staff and fill in as teacher as needed

Ensure safe practices and a healthy camp environment

Camp Director Requirements:

Demonstrable experience as a camp director managing similarly structured camps

Experience in administering camp curriculum preferable but not required

Advanced ability to oversee employees, as well as ensuring the campers' wellbeing

Extensive experience in working with children

Proficiency in office software, including MS Word, Excel, Outlook Express, and Powerpoint

Knowledge of activity-related safety regulations, as well as health and sanitation requirements

Excellent interpersonal and communication skills

Available May 30, 2023- July 29, 2023