

## **Job Description**

### **Camp Director/ Program Director**

<b><u>Working Hours/Pay Rate:</u></b>	Monday - Friday with evenings when necessary. \$35,000-\$42,000 annual salary Flex-time with supervisor approval
<b><u>Vacation/sick days:</u></b>	Sick and PTO days per Employee Manual Vacation days pre-approved by supervisor
<b><u>Holidays:</u></b>	All holidays listed in Employee Manual
<b><u>Breaks/Lunch Time:</u></b>	Lunch break every six consecutive hours worked 15 minute break for every four hours worked
<b><u>Benefits:</u></b>	Health, life, and long-term disability insurance. Pension plan established after three years of service.

### **Basic Job Function**

**Spring/Summer:** Camp Rock is a traditional outdoor summer day camp serving campers grades 1-8 and counselors in training grades 9-12. Camp Rock is an American Camp Association (ACA) accredited camp. Campers enjoy a variety of specialized outdoor activities including archery, lakefront swimming and boating, sports & games, arts & crafts, fishing and outdoor living skills. Campers also take weekly field trips to destinations up to two hours away.

The Camp Director oversees the training, supervision, guidance and leadership of the Assistant Director, program directors and unit staff with regard to camp program. Works in tandem with the Assistant Camp Director in the areas of staff supervision, mediation and conflict resolution, risk management and crisis response, implementation of an existing day camp program, communication to campers, staff and parents/guardians, and ensuring the safety and quality of the camp community at all times. Manages the Administrative Assistant in CampWise software usage, payment processing and online registration. Duties revolve around maintaining a strong staff team capable of implementing a high-quality camp program for 90+ campers each week. Reports to Director of Operations.

**Fall/Winter/ Spring:** In the Lincoln Street Program Director role, the Camp/Program Director oversees staff, interns and volunteers and their training and overall success in implementing the mission of the Boys & Girls Club for Lincoln Street Unit members. The Camp/Program Director works with the Unit Director and Program Director to create and implement Physical Recreation & Healthy Lifestyles programs serving youth ages 6-18 in an after-school setting. This includes intramural sport programs and accompanying special events.

The Camp/Program Director manages all volunteers that serve at and interface with the Lincoln Street Unit. The Camp/Program Director may drive a daily bus route, transporting members from school to the Lincoln Street site for after-school programs.

Plans and implements morning hours/ field trips for Fall Break and Spring Break Camps and Winter Break Day programs. Manages marketing and registration for these programs. Reports to Lincoln Street Unit Director.



### **Education/Experience Requirements**

- Four year degree from an accredited college or university, or equivalent experience.
- A minimum of two years' work experience directing outdoor recreation or camp programs. Experience with ACA Accredited program preferred.
- Extensive planning and supervising experience as it relates to the developmental needs of young people.
- Experience with budgeting, facility management, and community relations.

### **Skills/Knowledge Requirements**

- Demonstrated ability in personnel supervision, program design and facilities management
- Experience with behavior management and group process related to direct youth work
- Strong communication skills, both oral and written.
- Ability to recruit, train, supervise, and motivate staff.
- Ability to deal effectively with members/families including discipline problems.
- Extensive knowledge of budget preparation, control, and management.
- Demonstrated ability in working with young people, parents and community leaders.
- Ability to manage facility issues and maintenance
- Experience in risk management and prevention efforts/protocols – preferably in such areas as outdoor recreation, aquatics, physical recreation, transportation and adventure activities
- Ability to work in a fast-paced and ever-changing environment. Must be capable of reacting confidently and with sound judgement in difficult, high-stress and risky situations
- Ability to plan for and handle changing workloads based on the time of year
- Strong understanding of youth development and camp 'readiness' in youth

### **Essential Job Functions**

#### *Leadership*

1. Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained. Report maintenance issues/concerns to supervisor.
2. Oversees human resource efforts within the Unit/ Camp, ensuring proper hiring practices, training, evaluation, and development of employees.
3. Manages all Volunteer Staff and Groups for the Lincoln Street Unit including recruitment, screening, hiring, orientation, scheduling and management.

#### *Resource Management*

4. Monitor and evaluate program financial resources, developing an annual Camp Rock budget.
5. Delegate budget line items to Camp program leaders, monitoring their spending throughout the season.
6. Manage and train others in managing CampWise registration software for summer, spring and fall camp programs.
7. Assist in developing an annual Lincoln Street Unit budget.

#### *Partnership Development*

8. Develop and maintain partnerships with community leaders and organizations.
9. Attend monthly Bloomington Afterschool Network (BASN) meetings in efforts to achieve the above.

#### *Marketing and Public Relations*

10. Work with resource development team to develop and maintain public relations to increase the visibility of camp programs within the Club and the community.

#### *Additional Responsibilities*

11. Assume other duties as assigned.



### **Relationships**

*Internal:* Maintains close, daily contact with Lincoln Street and Camp Rock program delivery staff to interpret and achieve goals for direct service and effective behavior management and group management approaches.

Maintains strong working relationship with Lincoln Street Unit Director and Program Director.

*External:* Maintains contact with external community groups/partners and others to assist in resolving problems, communicate goals, and to publicize Club events and programs.

### **Physical Requirements/Work Environment**

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
2. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.
3. Visual acuity for accurate reading, typing, filing and use of computer screen.
4. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
5. Ability to lift and carry 50 pounds for facility maintenance and camp events and program implementation
6. Ability to work outdoors and in summer heat or inclement weather for full days
7. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
8. Ability to work on multiple projects and prioritize effectively.
9. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
10. Ability to work in a professional environment and positively represent organization under various levels of stress.