

Camp Wonderful

Job Description

Job Title: **Day Camp Director**
Incumbent:
Classification: **Exempt**
Reports to: *The Day Camp Director of a camp which is a part of a larger organization may report to the Executive Director of the agency or perhaps a director of camping services.*

Position Purpose:

To further the mission of Camp Wonderful through the development and management of program, human resource, financial, marketing, and strategic operations.

Essential Job Functions:

1. Design, deliver, and evaluate camp program that meet the needs and interests of youth and the camps target markets to ensure their delivery in a safe and quality manner.
 - ♦ Remain current with information on the developmental needs of youth and apply them in the camp setting.
 - ♦ Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
 - ♦ Develop and implement crisis and risk management procedures.
 - ♦ Design and ensure delivery of programs and activities appropriate to the camper population.
2. Oversee the financial management and fund development operations to allow for adequate annual funding and to meet long-term goals.
 - ♦ Develop and monitor budget for camp operations.
 - ♦ Develop and design long-term fund raising strategies for the camp program and facilities.
 - ♦ Design and implement a marketing plan to increase camper attendance and camp usage.
 - ♦ Prepare and analyze enrollment trends.
 - ♦ Develop and implement recruitment and retention strategies.
3. Implement human resource management practices to recruit and retain seasonal and year-round staff.
 - ♦ Recruit staff based on camper enrollment and program management requirements.
 - ♦ Hire, train, supervise, and evaluate seasonal and year-round staff.
4. Manage property development and maintenance needs to ensure stewardship of current resources and identification of future needs.
 - ♦ Conduct annual assessment of property and maintenance needs.
 - ♦ Prepare annual and long-term property plan.

5. Oversee the daily operation of day camp including food service, hospitality, program, business, and health care.
 - ♦ Oversee the management of food service operation through supervision of a Food Service Manager and other staff.
 - ♦ Secure sufficient coverage in health care staff and their implementation of the health care plan.
 - ♦ Develop and oversee the business management functions of the camp including financial record keeping and office systems.
 - ♦ Oversee the systematic approach to data base management for campers, families, alumni, and donors.
 - ♦ Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.

Other Job Duties:

This job may include work in other areas of an organization, involvement in professional associations, or perhaps work related to the broader vision of camping.

Relationships:

This job description should list persons and departments within a larger organization if there is such. It could list relationships with local, regional, and national professional or related organizations and businesses.

Equipment Used:

Most often day camp directors would be proficient in computer skills and related word processing, data management, and Internet computer software. In addition most are required to have knowledge of some maintenance, office and kitchen equipment as well as ability to drive different vehicles.

Qualifications: (Minimum Education and Experience)

Depending on the size of the day camp operation in regard to camper numbers and age, location of the camp and support and emergency services readily available, and the level of risk in the program areas could affect the level of education and experience required. Most Camp Director jobs would require the minimum of a college degree and some administrative experience with a camp. Additional experience in program planning and delivery and administering programs that reflect the camp's population is desirable.

Knowledge, Skills, and Abilities:

Knowledge of youth and youth development; skills needed in planning programs and setting schedule. Knowledge of human resource management, maintenance, transportation issues, budget and finances, and program activities specific to the camp's population would be desirable.

Physical Requirements:

This position would require the ability to listen to others, observe others actions, read text and information, comprehend instructions and manuals, physical ability to move about the camp property in various environmental conditions.