

Position: **Camp Director**



Year Round, Full Time

Desired Qualifications

- Desire and ability to work with children outdoors and live in a camp community
- Enthusiasm, sense of humor, patience, and self-control
- Good character, integrity, and adaptability
- Experience in camp administration or other youth program leadership
- Ability to supervise and guide staff and campers
- Ability to work with a team to communicate effectively with the public
- Ability to plan, organize and implement daily and special camp programs
- Ability to use camper registration management software, word processing, spreadsheets, website editing and social media communications
- Ability to problem solve and use strategic planning
- Ability to maintain a high degree of confidentiality
- Ability to safely move up to 50 pounds
- Age 25 or older

Certifications / Licenses

- California Driver's License
- Bachelor's Degree or equivalent experience
- American Camp Association Camp Director course certificate
- American Camp Association Standards Course
- Wilderness First Aid and CPR

Responsible To

Executive Director

Camp Goals

To provide an opportunity for young people to have fun, learn skills, build self-esteem and practice developing constructive social relationships in a safe healthy environment.

Specific Responsibilities

- Oversee the daily execution of the summer camp program and custom camp programs
- Design, deliver, and evaluate camp program and activities that meets the needs and interests of the program's target populations and ensure the delivery in a safe and quality manner.
- Recruit, hire, train, supervise, and evaluate program staff and volunteers.
- Manage and maintain a variety of files and forms related to volunteers and

employment files, including accurate documentation of certifications, background checks, and screenings.

- Prepare and conduct pre-camp staff training, in-service staff trainings, and staff meetings.
- Communicate effectively with Executive Director for payroll and invoices for external vendors.
- Communicate and correspond with families through the registration process and regarding camp programs. Manage camper registration and payment process through camp management software.
- Assist implementation of marketing plan to increase attendance and camp usage.
- Represent Camp Natoma at community events to recruit campers, staff, and promote programs.
- Recruit and interview participants for the CIT program.
- Implement risk management plans and emergency procedures, evaluate on an on-going basis and suggest modifications as needed.
- Conduct initial and end of season program and equipment inventory and store equipment and supplies in good condition.
- Collaborate with Executive Director to implement the Camp Natoma strategic plan.
- Remain current with information on the developmental needs of youth.
- Set a good example for campers and staff, including cleanliness, punctuality, sportsmanship, table manners and following and enforcing camp rules.
- Maintain good public relations with camper's parents and the community.
- These are not the only duties to be performed. Some may be reassigned and other duties may be assigned as required.

Essential Functions

1. Communicate and work with groups and provide necessary instruction to campers and staff.
2. Understand the philosophy and objectives of Camp Natoma and be able to pass this knowledge on to others.
3. Observe camper and staff behavior; assess it for appropriateness; enforce appropriate safety regulations and emergency procedures; and apply appropriate behavior-management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
5. Ability to reside in rough terrain, heat, and living outdoors at Camp Natoma.