

# **CAMP CLAIRE POSITION DESCRIPTION**

## **Camp Director**

### **2023**

#### **General Description:**

*Camp Claire* is a rustic, old-fashioned summer residential and day camp in Lyme, CT. The camp is a nonprofit with approximately 80 campers per week and 35 seasonal staff. The position of Director is full-time during the season (June, July, August) and part-time during the pre- and post-seasonal months (January, February, March, April, May, September). The director is required to live onsite during staff training and camp sessions.

The Director supervises seasonal camp staff that includes nurses, program directors, kitchen staff, and counselors as they provide the *Camp Claire Experience* through friendship, leadership, activities, and meals. They maintain a safe, secure, and inclusive environment that allows *kids to be kids*. The Director demonstrates enthusiasm, friendliness, and fairness at all times. The Director is experienced in making decisions, delegating responsibilities, motivating campers and staff, and maintaining discipline to support the health and safety of all participants.

**Responsible to:** Chair, Camp Claire Board of Directors

#### **Qualifications:**

- Bachelor's degree in camp administration, recreational management, or equivalent education
- Minimum five years combined experience across the areas of camp administration, staff hiring and supervision, and working directly with children.
- *Director Certification* by American Camping Association (*preferred*)
- Current CPR/First Aid certification (*required*)
- Current Lifeguard certification (*preferred*)

#### **Job Responsibilities:**

Pre-season: The Director receives a base budget by category for camp operations from the Board of Directors. The Director develops a detailed budget from these parameters, with permission to “trade across categories” and presents to the Board of Directors for approval. The Director recruits and hires seasonal staff, ensuring that all staff have required certifications and experience. The Director works with program directors to plan and develop a plan of specific programs and activities for campers. The Director participates in selected public relations and camper recruitment activities such as attending camp fairs, conducting camp tours, and posting to social media. The Director and selected seasonal staff attend continuing education seminars in the spring, such as those provided by the American Camp Association. The Director maintains continual

communications with the camp registrar, the facilities manager, and the Board of Directors to ensure that the camp program, campus, and staff are ready for the season.

During the Season: The Director is responsible for overseeing all on-site operations at camp including camper activities and programs, food service, safety protocols, staff training and human resources. They are responsible for managing these operations within the Board approved budget. They direct, train, mentor, and supervise all seasonal staff. They retrain individuals as needed and terminate the employment of seasonal staff if necessary. The Director is responsible for evaluating seasonal staff, providing oral and written feedback. Working with the Board of Directors as appropriate, the Director ensures that camp is abiding by all federal, state, and local laws. They hold camp to the standards issued by the American Camping Association and oversees the recertification process on designated years. Working with program directors, the Camp Director develops and manages programs and procedures for camper activities and oversees the check -in and -out process for campers each session. The Director maintains communication with the Board of Directors, the registrar, and the facilities manager throughout the season to address issues as they occur.

Post-season: At the end of the camp season, the Director is responsible for various close-down activities. These includes completing the evaluation of seasonal staff. The Director prepares an end-of-season written report including camper and staff feedback. This report evaluates program, classes, budget, and operational procedures along with recommendations for changes in the following season. The Director provides oral and written feedback to the Board of Directors on these recommendations.

### **Essential Functions:**

#### During the Season:

- Must be able to work long days, up to 14 hours.
- Must be able to live on-site in a small community environment from the end of June through mid-August.
- Must be able to lift up to 50 lbs.
- Must be able to walk up and down hills and stairs to monitor classes and programs.
- A driver's license and clean driving is required.
- Must submit to an annual background check.

#### During all phases of work:

- Must be able to effectively communicate with staff, parents, campers, and the Board of Directors in a professional manner. This includes written as well as oral communication.
- Must be able to effectively manage an approved budget.
- Must be familiar with Connecticut laws regarding employment and summer camp operations.
- Must be familiar with American Camp Association guidelines for summer camp operations and administration.