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4500 Adam's Way • Randleman, NC 27317

Job Title: Camp Program Director (Camp Director)

Job Type: Full-Time

Direct Report: Chief Operating Officer

FLSA Status: Exempt

## Summary

Summary: Victory Junction enriches the lives of children with serious illnesses by providing life-changing camping experiences that are exciting, fun and empowering, at no cost to children or their families.

The Camp Director of Victory Junction provides the means of fulfilling the mission statement, and our goal is to be a Camp of excellence for each of our campers and families we serve. This is accomplished by providing leadership that provides superior service to campers, families and staff when at Victory Junction.

## Essential Duties & Responsibilities

Following is a summary of the essential functions for this job. Other duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time.

- Create and define camp programs which reflect Victory Junction's mission and goals; supervise personnel including, program managers, summer/seasonal staff, and the Barn Director
- Direct camp programs, including summer sessions, policy and procedures development and administration, activity areas, program development, activity areas, and program development
- Manage the utilization and camp program related processes within the Camp's database (Campsite)
- Assist the COO to ensure the needs of Camp are met in: Food Services Department, Facilities Department, Camp Administration
- Collaborate with the medical operations area which includes, but is not limited to, diagnosis specific modifications to camp programs, medical volunteer recruitments, medical policies and procedures, and camper recruitment
- Oversee the process of recruiting, hiring, training, and managing year-round and seasonal camp program staff
- Oversee the preparation and implementation of pre-camp orientations and in-service training for seasonal staff and volunteers
- Establish and maintain an effective evaluation system for all programs and personnel, including year round camp program staff, seasonal staff, and volunteers
- With direct support of the COO, oversee the accreditation standards for American Camp Association (ACA) and The SeriousFun Children's Network

- Develop and monitor all health and safety procedures as they pertain to the complete supervision of all campers and staff
- Review with the COO and update annually the following plans: Unified Risk Management, Crisis Management, Emergency Evacuation, and Emergency Procedures
- Foster an environment of diversity, equity and inclusion, while implementing intentional practices to ensure continued growth and success in these areas
- Act as a spokesperson for Victory Junction in organized communication with parents, staff, campers, volunteers, and other outside entities (as needed)
- All other duties as assigned

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education & Experience

- Bachelor's Degree in Recreation Management, Recreation Therapy, or other related field
- Minimum 5 years of experience in the camp industry
  - Minimum 3-5 years of relevant experience in camp programs and administration
  - Demonstrated leadership, team development, public speaking, and organizational skills
- Minimum 3 years of personnel management experience preferred

### Skills

- Ability to effectively communicate at all levels of company
- Ability to communicate using written reports and business correspondence
- Ability to speak effectively before groups of clients or employees of organization
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving complex situations, including first aid and rescues

### Computer Skills

- Knowledge of Microsoft Word and Microsoft Outlook
- Utilization of database (Campsite)-training provided

### Attention to Detail

- Ability to pay close attention to detail for accuracy and thoroughness in completing work
- Ability to develop specific goals and plans to prioritize, organize and accomplish work
- Ability to work independently

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate
- Required to live onsite when programs are in session (housing provided)

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly lift and/or move 50 pounds
- Regularly required to use hands, talk, or hear
- Regularly required to stand, walk, sit, and reach with hands and arms

Please submit cover letter and resume to [work@victoryjunction.org](mailto:work@victoryjunction.org).