

# Camp Director

**Classification:** Exempt  
**Salary Range:** DOE \$55000-60000/annual  
**Department:** Camp/Programs  
**Reports to:** Chief Program Officer  
**Date:** 4/14/2022

## Summary/Objective:

**Camp Korey empowers children and their families who live with serious medical conditions, through year-round programs, always free of charge. Camp Korey offers an array of program opportunities including Family Weekends, Residential Summer Camp, and Camp to You outreach. Camp Korey is a member of the SeriousFun Children's Network, founded by actor / philanthropist Paul Newman. Camp Korey is accredited through SeriousFun and the American Camp Association.**

The Camp Director leads and oversees camp program operations and works closely with medical personnel on camper recruitment. The Camp Director establishes, develops and assures compliance with guidelines that keep campers, staff, and volunteers, safe, and encourages a positive and inclusive learning environment. The Camp Director is a member cultivates strong working relationships with other departments. The Camp Director is involved with the engagement and acknowledgement of staff, volunteers, donors, board members and other camp supporters. The Camp Director pursues, develops, and supports best management practices and a professional work environment. The Camp Director resides at camp during programs.

Reports to: Chief Program Officer  
Provides Support and Supervision to: All on & off-site Programs, Camp-To-You Outreach Programs, Volunteers, and Food Service

## **Essential Functions:**

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- 1) Communicates and demonstrates the organization's mission, goals, and culture and leads staff and campers in creating a social context of "Safety, Respect, and Love."
- 2) Recruits, hires, trains, monitors work performance, and plans for the continued professional development and support of direct and department reports.
- 3) Oversees the recruitment process of all seasonal staff and volunteers, including advertising at career fairs, interviewing, selection, and assisting the HR Director in completing all hiring paperwork requirements.
- 4) Organizes, plans and facilitates comprehensive training for all seasonal staff...including all summer, fall and spring program staff and collaborates with the Volunteer Manager in training of all Program Volunteers.
- 5) Engages direct reports, and other key stakeholders as part of the continual process of program improvement
- 6) Oversees planning, development, and enhancement of summer and year-round programs.
- 7) Ensures that effective written program plans and Camp policy and procedures are developed in order to adequately guide staff as to responsibilities and expectations.
- 8) Participates in ongoing professional development and maintains current knowledge of best practices in camp management and working with Camp's target population.

- 9) Oversees food service operation, including menu creation, budget, regulatory compliance, vendor relations, and maintenance of equipment. Ensures that food service provides delicious, nutritional, and cost-effective meals to all participants with options provided for allergies and dietary restrictions.
- 10) Works in conjunction with CPO in planning, project management and oversight of all capital projects and facilities improvements including, but not limited to, all existing buildings and new construction projects.
- 11) Works collaboratively with Program Volunteer Manager to ensure that the organization has a pool of loyal and trained volunteers who are aware of the myriad of opportunities for involvement. Assists in ensuring that our volunteers are appropriately assigned, welcomed, oriented, and managed effectively.
- 12) Collaborates with the Medical and Nursing Directors regarding camper recruitment and admissions. Reviews with the Medical and Nursing Directors any applicants whose needs fall outside the typical camper profile. Works closely with the Medical and Nursing Directors to ensure the optimal coordination between medical and program activities.
- 13) Works closely with the CPO and Director of Finance on the creation of the Camp budget and other general financial matters. Manages budget for all Camp operations, directly and through Camp management staff. Provides continual analysis of cost savings opportunities including structure of camp staff and in-kind donations.
- 14) In conjunction with the CPO and Nursing Director, implements measurement tools to evaluate program success and stakeholder satisfaction for all Camp programs. Creates and implements changes to further improve and grow programs.
- 15) Oversees and supports development of Camp's "Behavior Development" policy, ensuring that it is integrated into staff and volunteer training and day-to-day guidance of camper behavior.
- 16) Maintains current certification in Therapeutic Crisis Intervention Train-the-Trainer. Ensures that summer staff are adequately trained in the "Behavior Development Model".
- 17) Maintains up-to-date safety procedures and collaborates with the Safety Committee to plan and implement all required safety training.
- 18) Assists in the planning and facilitation of other Camp events, such as fundraising events, staff trainings, camp tours, etc.
- 19) Provides support to the Development Team in delivering information, tours, and/or accommodations to donors and other friends of Camp. Represents Camp at fundraising or other public events.
- 20) Assists CPO in meeting compliance and licensing for the Camp and its staff. Establishes and maintains policies and procedures to be in compliance with Federal and State regulations, American Camping Association (ACA) accreditation, and SeriousFun Children's Network criteria.
- 21) Reports to the CPO on development of annual objectives and budgets and the status of the work on the Camp team to accomplish those objectives.
- 22) Assists with special projects and performs additional duties as assigned.

**Key Competencies:**

Should have the following qualities, knowledge of and/or experience:

- 1) Excellent leadership skills and the ability to build, inspire and motivate staff
- 2) Effective at fostering collaborations, partnerships and relations
- 3) Strong judgment and decision-making skills with ability to manage difficult or emotional/psych social situations, problem-solve and think strategically

- 4) Committed to results: 'can-do' mindset with emphasis on accountability
- 5) Innovative, with creative ideas to build a positive camp experience based on intentional programming
- 6) Excellent communication and presentation skills
- 7) Able to plan, organize and prioritize projects
- 8) High level of integrity and a demonstrated strong work ethic
- 9) Highly proficient in the MS Outlook, Word, Excel, and other MS Suite products
- 10) Experience with financial planning, reporting, and allocating resources wisely

**Work Environment:**

Work is regularly performed in office environments routinely utilizing standard office equipment, computers and phones.

Working outside will be necessary, in various weather conditions throughout the calendar year.

**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.

While performing the duties of this job, the employee is regularly required to speak, talk and hear, and is frequently required to stand, walk, sometimes long distances, on uneven ground, and sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; balance, stoop, and bend; lift, carry, move, push and pull up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Position Type/Expected hours of work:**

This is a full-time position. Standard office days and hours of work are Monday through Friday, 8:00 to 4:30 p.m. However, the position requires the ability to work long, non-standard hours during programs and on short notice and as the need arises. Position requires that Camp Director live residentially during the summer program and all assigned off-season weekends.

**Travel:**

Local travel will be required, primarily during the day. Some out-of-area or overnight travel may be expected.

Required Education, Training and Experience:

Bachelor's Degree in relevant field

Three to five years in a leadership role within a specialty camp operations

**Preferred Education, Training and Experience:**

Master's Degree in non-profit management

Two or more years of supervisory experience managing a multi-functional staff

Two or more years' experience leading a non-profit organization

**Additional Eligibility Requirements:**

Valid driver's license

- Background check
- Current Vaccinations
- CPR/First Aid Certification

**EEO Statement:**

Camp Korey is an Equal Opportunity Employer. It is the policy of our organization that employment decisions be based on merit, qualifications, and competence. Camp Korey provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, Camp Korey complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation and training. Camp Korey values a diverse workforce and encourages all qualified candidates to apply.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures:**

This job description has been approved by all levels of management:

CPO \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_