



Open Position Posting

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Organization Description:

Founded in 1988 by Paul Newman, The Hole in the Wall Gang Camp provides “a different kind of healing” to more than 20,000 seriously ill children and family members annually - all completely free of charge. For many of these children and families, Hole in the Wall provides multiple Camp experiences throughout the year at the facility in Ashford, Conn., in more than 40 hospitals and clinics, directly in camper homes and communities, and through other outreach activities across the Northeast and mid-Atlantic.

Position Title:

Camp Director - Maryland

Work Schedule:

Full-time

Location:

Queenstown, MD – Hybrid w/seasonal residential requirement

Position Description:

The Camp Director at our new location in Queenstown, MD is responsible for all aspects of the Camp program, including but not limited to recruitment, hiring, training, and supervision of all non-medical staff; program development, volunteer coordination and food services. Adheres to full compliance with all applicable program, safety, and licensing/certification standards. Ensures that Camp activities and programming are intentional, safe, and physically sound.

Our Camp Director – Maryland can expect to...

- Communicate and demonstrate the organization's mission, goals, and culture and lead staff and campers in creating a social context of "Safety, Respect, and Love."
- Recruit, hire, train, monitor work performance, and plan for the continued professional development and support of direct reports.
- Oversee the recruitment process of all seasonal staff and volunteers, including recruitment events, interviewing, selection, and new hire paperwork requirements.
- Organize, plan and facilitate comprehensive training for all seasonal staff and volunteers.
- Oversee and engage direct reports and stakeholders in the creation, planning, and improvement of summer and year-round programs.
- Ensure that effective written program plans and Camp policy and procedures are developed in order to adequately guide staff as to responsibilities and expectations.
- Participate in ongoing professional development and maintain current knowledge of best practices in camp management and working with Camp's target population.

- Oversee food service operation, including menu creation, budget, regulatory compliance, vendor relations, and maintenance of equipment.
- Ensure that food service provides delicious, nutritional, and cost-effective meals to all participants with options provided for allergies and dietary restrictions.
- Work in conjunction with CSO 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.
- Oversee the volunteer program to ensure that the organization has a pool of loyal and trained volunteers who are aware of all opportunities for involvement. Ensure that our volunteers are assigned, welcomed, oriented, and managed effectively.
- Collaborate with the medical staff regarding camper recruitment and admissions. Review with the medical staff any applicants whose needs fall outside the typical camper profile.
- Work closely with medical staff to ensure the optimal coordination between medical and program activities.
- Work closely with the Chief Financial Officer on the creation of the Camp budget and other general financial matters. Manage budget for all Camp operations, directly and through Camp management staff. Continual analysis of cost savings opportunities.
- In conjunction with the Research and Evaluation consultant, implement measurement tools to evaluate program success and stakeholder satisfaction for all Camp programs. Create and implements changes to further improve and grow programs.
- Oversee and support development of Camp's "Behavior Development" policy, ensuring that it is integrated into staff and volunteer training and day-to-day operations.
- Maintain current certification in Therapeutic Crisis Intervention Train-the-Trainer. Ensure that summer staff are adequately trained.
- Maintain up-to-date safety procedures and collaborates with the Safety Committee to plan and implement all required safety training.
- Assist in the planning and facilitation of other Camp events, such as Gala, donor appreciation events, Holiday Party, camp tours, etc.
- Provide support to the Development Team in delivering information, tours, and/or accommodations to donors and other friends of Camp. Represent Camp at fundraising or other public events.
- Oversee all compliance and licensing for the Camp and its staff. Establish and maintains policies and procedures to be in compliance with Federal and State regulations, American Camping Association (ACA) accreditation, and SeriousFun Network criteria.
- Report to the CSO on development of annual objectives and budgets and the status of the work on the Camp team to accomplish those objectives.
- Assist in the establishment of and eventually supervise a staff team.

Our Camp Director – Maryland should have...

- Experience in youth or family programming or outdoor education.
- Demonstrated experience in strategic planning, program delivery and oversight, leading cross-functional teams, and managing multiple projects simultaneously with changing priorities and tight deadlines.
- A degree and/or coursework in education, psychology, social work, or other related field is desirable (Master's Degree preferred), but there is no minimum education requirement.

- Demonstrated skills and experience in program and staff leadership, and strong supervisory skills.
- The ability to establish positive relationships with a variety of people in multicultural environment
- Thorough understanding of child development and ability to develop and deliver age appropriate programs.
- Proficiency in Microsoft 365 Suite and Salesforce (or comparable CRM system).
- Excellent written and verbal communications skills to diverse internal/external stakeholders, including reports, written communications, and presentations to key audiences.
- A willingness and ability to live onsite from March 1 - December 10.
- A willingness and ability to work a flexible schedule(including nights and weekends) as needed to lead, supervise, or participate in Camp activities.
- A willingness and ability to work outdoors in hot and cold weather conditions.
- A willingness and ability to operate computer for extended periods with appropriate breaks.
- Valid Driver's license and driving record that meets HITWG insurance carrier requirements.
- Full vaccination against COVID-19, plus booster.

The Hole in the Wall Gang Camp provides a very competitive salary, a generous benefits package, remote work, and growth opportunities for high contributors. To apply, please use the link below. Due to the volume of resumes received, you will be contacted only if there is interest in pursuing your application. No phone calls please.

[Click Here to Apply](#)

The Hole in the Wall Gang Camp is an Equal Opportunity Employer, does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, nationality or sex, and is committed to a diverse workforce.