

## Camp Director



**Classification:** Exempt  
**Salary Range:** DOE  
**Department:** Camp/Programs  
**Reports to:** Chief Executive Officer  
**Date:** 09/28/2020

### 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 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 of Camp Korey's leadership team and cultivates strong working relationships with other departments. The Camp Director is involved with the engagement and acknowledgement of 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 Operating Officer

Provides Supervision to: Programs, Camp to You, Volunteers, Kitchen

### Essential Functions:

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

1. Structure and carry out all aspects of camp operations (Summer camp, Family Weekends, Camper Reunions, and Camp to You) including programming, residential life, and camper recruitment.
2. Recruit, train, and manage camp programs and residential staff and volunteers to meet organizational goals and standards.
3. Ensures compliance and licensing with relevant federal and state laws, local regulations, and SeriousFun and American Camp Association accreditation criteria, ensuring the safety and well-being of campers, families, and crew

4. **Oversee sustainability and expansion of community based and Camp to You programming**
5. **Develop partnerships with other mission-related organizations to identify and implement cost-effective ways to deliver state of the art programs**
6. **In collaboration with Medical Director, develops annual Camp Program calendar to include Summer programs, Family weekends, Camper reunions, Young Adult programs, etc.**
7. **Maintains records and files necessary to assess overall camp success. Compiles summary of current season including inventories, staff evaluations, camper profiles, and recommendations for the following season.**
8. **Develops and manages annual camp operations budget**

**Key Competencies:**

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

- **Excellent leadership skills and the ability to build, inspire and motivate staff**
- **Effective at fostering collaborations, partnerships and relations**
- **Strong judgment and decision making skills with ability to manage difficult or emotional situations, problem-solve and think strategically**
- **Committed to results: 'can-do' mindset with emphasis on accountability**
- **Innovative, with creative ideas to build a positive camp experience based on intentional programming**
- **Excellent communication and presentation skills**
- **Able to plan, organize and prioritize projects**
- **High level of integrity and impeccable work ethic**
- **Computer proficient**
- **Experience with financial planning and 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 sometimes be necessary, in various weather conditions**

**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 require 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 as the need arises.

**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:

CEO \_\_\_\_\_ Date  
\_\_\_\_\_

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

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

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