



**YWCA NORTERN NEW JERSEY
JOB DESCRIPTION**

Northern New Jersey

Job Title: Summer Camp Director
Supervisor's Title: Director of Youth Development
Department: Youth Services

To Be Completed by Human Resources

Job Code: Seasonal
Grade:
FLSA Status: Exempt

Job Summary

Camp Directors are responsible for overseeing all areas of camp management in collaboration with Manager, School Age programs.

Our Camp Directors provide vision, energy, and spirit to make every summer a unique, exciting, and memorable experience, while creating a positive and safe environment for our kids. You will oversee all aspects of camp management, such as promoting enrollment through camp marketing events, interviewing and hiring qualified staff, as well as building the daily camp schedule and calendar of camp events. During the summer, you will be supported onsite by an assistant director, program specialists, and counselor.

Camp Directors participate in every part of camp – from leading morning rallies to supervising swimming lessons and communicating with parents via camp newsletters. You will also be a role model for our camp staff, training them in the skills they need to be successful in their camp roles and future careers. Most importantly, you will be providing a supportive, safe, and fun environment for our kids and our staff

Key Responsibilities

This job description is not intended to be an exhaustive list of all responsibilities, duties and skills required to perform this job, the rather describes the essential functions/responsibilities of the job. Other duties may be assigned as required.

- Responsible for the design, delivery and evaluation of a quality camp program that is responsive to current trends.
- Ensures the health, safety and supervision of campers and staff; provides motivation, support and appropriate activities to campers, staff and CIT.
- Oversees daily operation of the camp.
- Understands and effectively manages the camp budget.
- Keeps management informed of any concerns or issues relating to the program.
- Oversees maintenance, camper and staff development, and maintains positive public relations with parents and community.
- Manages day-to-day staff activities and performance.
- Enforces safety and health regulations, following emergency procedures as outlined with the policies and procedures manual pertaining to camp regulations.
- Works with Manager School Age Program, to recruit and hire seasonal staff.
- Meets with management as required and attends required staff meetings.
- Dedicate time during the offseason to coordinating camp logistics with Manager SAP
- Attend pre-camp trainings as requested.
- Structure and coordinate pre-summer and ongoing training for camp staff
- Assign staff to camp groups, assess their ability to work with different age groups, and offer regular feedback to continuously improve staff performance; administer staff evaluations twice per summer
- Keep staff personnel files up-to-date and compliant with Department of Health regulations; ensure that staff

certifications are valid and on-site at all times

- Maintain camper and staff files
- Monitor the daily camp enrollment and maintain accurate attendance records for staff and campers
- Create and distribute weekly camp newsletter
- Maintain and enforce all camp safety rules and policies; recognize, prevent and correct safety hazards; monitor the health and safety of all campers and staff
- Ensure that all program equipment and supplies are ordered, available and properly maintained during the summer
- Act as a key player in problem solving staff/camper issues and parental concerns; be able to identify camper behavior issues and respond with corrective steps

Qualifications

Education/Experience:

Bachelor's degree in related field.

2 years' experience in a supervisory position in a camp setting.

Licensing and/or Certifications CPR for professional, first Aid/ O2 required

Knowledge: Knowledge of camp activities and administration highly desirable.

Skills and Abilities:

- Demonstrated communication skills.
- Excellent organizational skills; basic computer skills (MS office)
- Demonstrated problem solving ability.
- Ability to maintain calm under emergency or stressful situations.

Physical Requirements: *The physical requirements 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.*

This position takes place in a camp environment; position holder must be able to move about freely around the camp facility.

Travel, (If applicable)

Additional Comments (If applicable)

This position is full time during the camp season and requires approximately 6-8 hours per week during the months January to June for planning, organizing, staffing purposes. Hourly from Jan-June (minimal time); Full Time Mid-June - August

Must embrace the mission and values of the YWCA