JOB DESCRIPTION

| **TITLE** | CAMP DIRECTOR | | |
| --- | --- | --- | --- |
| **Reports To** | [Insert Title] | | |

**Job Purpose**

The **Camp Director** is responsible for the operations and programs of [Organization Name] camps. In particular, they oversee the daily activities of the camps and supervise the employees.

The Camp Director is primarily responsible for establishing goals and guidelines, budgets and timelines, event and activity planning, liaising with internal and external parties, and developing strong relationships with business partners. They also lead and motivate staff to achieve goals while enforcing the camps' safety policies and regulations.

[Organization Name]’s Camp Director prioritizes camper safety and provides an ultimate camp experience.

**Duties and Responsibilities**

Overall Responsibilities:

* Manage and supervise program development.
* Manage program execution, including fiscal oversight, funding initiatives, and new partnership formation.
* Manage daily operations and communications with teachers, counsellors, and parents.
* Maintain accreditation standards at the site.
* Maintain daily supervision to ensure a safe and efficient camping environment.
* Execute and supervise activities for a group of up to X number of children.
* Complete all paperworks required for site payroll and send it in securely.
* Supervise and enforce compliance with the CCA, ACQ/OCA accreditation processes, as well as program delivery.
* Hire and train volunteers and staff.
* Create innovative and entertaining developmental games.
* Manage the program's support planning and logistics.
* Perform other related duties as assigned

**Qualifications**

* Bachelor's degree program in camp management, recreation and leisure, or something similar
* XX years of experience as a camp director managing similarly structured camps
* Extensive experience in developing and planning camp curricula, as well as modifying activities as needed
* Advanced ability to hire, train, and supervise camp employees
* Extensive experience working with children and coordinating camp accommodations, meals, supplies, and equipment
* Outstanding skills in budget management
* Knowledge of office software such as MS Word, Excel, Outlook Express, and Powerpoint
* Comprehensive understanding of activity-related safety regulations, as well as health and sanitation requirements.
* Capability to document processes and keep records
* First Aid skills

**Core Competencies**

* Excellent communication skills
* Ability to effectively multitask in a fast-paced, dynamic environment
* Ability to work in a team environment
* With strong attention to details
* Dependable and with excellent time management abilities
* Patient and people friendly

**Working Conditions**

* Standard schedule: [INSERT SCHEDULE e.g. 8 AM to 5 PM, Mondays to Fridays]/flexible hour
* May require overtime or working long hours
* CPR, first aid, and blood-borne pathogens training are all recommended
* Some travel may be required
* Some work may require standing