Camp Director

Including:
- Director
- Camper Director
- Staff Director
- Operations Director

Qualifications – minimum requirements:
- Minimum age of 21; Camp Director must be 25 or older
- Bachelor’s Degree in Child Development, Camp, Recreation, Leisure Studies, Hospitality and Tourism, Education, Business, Psychology or other related degree; certain exceptions may be made by the Director for extensive relevant experience
- Three summers of administrative or supervisory experience in an overnight camp; co-ed experience is preferred; experience directly with children is preferred
- Ability to creatively plan programs and activities, to schedule staff and facilities
- Ability to work with children; high-energy level for participation
- Ability to work well with others and to pitch in when others need help – be a team player
- Ability to act as a role model, to instill a positive self-image in others
- Ability to connect others to the world, to make them feel that they belong
- Ability to relate to and work with other staff members of varied backgrounds
- Ability to accept and respond to supervision and guidance, as well as to give it
- Ability to work well with parents in all kinds of situations
- Good moral character: motivated, responsible, flexible, trustworthy, selfless, desire to learn
- Must have a sense of humor, creativity, patience, enthusiasm, self-control, strong work ethic
- Relevant skills, certification, and/or training in area of employment; education or practical training necessary for licensing and current certification
- Current CPR-pro and Responding to Emergencies first aid certifications are required
- Non-smoker (smoking is not permitted on camp grounds)
- Notification from the Department of Social Services State Central Register of Abuse and Maltreatment that the Director has not been the subject of an investigation report
- Submission of the Prospective Children’s Camp Director Certified Statement Relative to the Conviction of a Crime or the Existence of a Pending Criminal Action form, and determination by the local permit-issuing official that the camp director has no criminal conviction record

Immediate Supervisor/Responsible To:
- Peter & Fola Adebi

General Responsibilities:
- Guide the workings of camp for staff and campers
- Manage all staff members in a way that encourages positive results and self growth
- Maintain and promote the health, safety, and well-being of all the people at camp
- Ensure compliance with local, state, and federal regulations and ACA standards
- Follow, and encourage others to follow, all camp rules and policies
- Assist campers and staff in developing an appreciation of the natural world
- Adapt to new situations and sudden changes or problems
- Create, plan, run, and participate in various meetings, activities, and programs, such as staff meetings, staff training, or evening activities
  - During staff orientation, participate where relevant and organize specific assigned areas
  - Monitor and approve purchases for areas under your supervision
  - Other duties (including off-season) as assigned by Wow Science Leadership (camper recruiting, staff recruiting, program creation, administrative, etc.); may be off-season

Specific Responsibilities:
- Director
Oversee and coordinate all year-round administrative tasks
Assign duties to and oversee the work of the Camper, Staff, and Operations Directors
Regularly provide feedback to the Camper, Staff, and Operations Directors
Respond to high-level parent needs
Handle all public relations inquiries
Know what’s going on in all areas of camp and how each area affects the others
Contact the Health Department within 24 hours for all applicable reporting needs as alerted by the Health Center or camp supervisors.

Camper Director
Assign duties to and oversee the work of the Division Leaders, Boys and Girls Camp Moms, and Health Center Staff
Regularly provide feedback to and mentor the above people
Act as a resource for camper issues
Respond to high-level camper needs, including camper housing assignments
Work with the Staff Director to address staffing issues affecting campers, including housing assignments for staff
Coordinate all Lost Camper drills and searches, fire drills and evacuations, etc.

Staff Director
Create and oversee materials/programs to meet all staff-member training needs
Assign duties to and oversee the work of the Area Supervisors, Pioneer Counselors
Regularly provide feedback to and mentor the above people
Act as a resource for staff issues
Respond to high-level staff needs
Work with the Camper Director to address staffing issues affecting campers, including housing assignments for staff
Oversee compliance with ACA Standards; work with the Operations Director on documentation in coordination with Health Department and licensing regulations
Oversee all aspects of the program
Camp Calendar creation, including tournaments and trips and Options
Work with the Operations Director to coordinate transportation
Activity Schedules for each Cabin and activity
Evening Activities and Special Events; staff-only events
Cancel/curtail strenuous activities on-site due to weather conditions (high heat and humidity, high ozone levels, lightning, etc); announce over PA

Operations Director
Assign duties to and oversee the heads of the following areas:
Administrative (Lead Office person, Technical Liaison)
Facilities (Facilities Manager)
Food Service (Head Chef and Dining Hall Camp Mom)
Housekeeping (Lead Housekeeper)
Regularly provide feedback to and mentor the above people
Track needed repairs, maintenance, and replacement, including those that arise suddenly; inform WOW main office of these needs and suggest remedies
Act as a resource (point-person) for all Support-related functions of camp, including maintenance needs, purchasing needs, staff advances, camper accounts, laundry, transportation, sanitation, utilities, and regulatory compliance
Respond to high-level support needs

Have
Ensure
Maintain
Work

Custody of keys to all areas in camp
the appropriate staff are trained in emergency protocols
records of inventory (and locations of) all items at the end of the season
With the Camper Director and Staff Director to ensure that all Support needs are being met (e.g. buses for trips, food for incoming groups, etc)
- Oversee regulatory compliance; work on documentation with the Staff Director
- Oversee the hiring of year-round staff with approval; hire buses/drivers

**Essential Functions:**
- Ability to clearly and effectively communicate and work with other staff members
- Commitment to fellow staff members. Commitment to camper physical and emotional safety
- Visual and hearing ability to identify and respond to dangers or emergencies
- Physical ability to respond to situations requiring first aid or other rapid attention
- Physical strength, endurance, and patience to maintain constant activity

Apply here
Position is full-time position is available in Delaware/New Jersey