

CAMP JORN YMCA

Position: Camp Operations Director

Total Available Positions: 1

Duration: Full-time, year-round, salaried position

Starting Salary: \$58,700-\$61,000

Report to: CEO

Work Location: The year-round work location is at Camp Jorn YMCA. Some travel to Lake County, IL and communities in WI will be necessary for camper & staff recruitment and special events.

Classification: Exempt

General Purpose:

The Camp Operations Director will be responsible for the preparation and day-to-day operation of summer camp and year-round camp programs. This leader will focus on the highest quality program delivery possible through quality leadership and staff training/supervision with the strong character of all at the forefront. Marketing and recruiting campers and seasonal staff to meet enrollment targets and maintain the budget for staff salaries are imperative. The job duties include working closely with board committees to implement special events/fundraising and representing Camp Jorn in person during the events/fundraisers. The Camp Operations Director will collaborate with the office manager to provide personal communication with campers and families from the point of registration through the evaluation of our programs.

Qualifications:

- Bachelor's degree or appropriate professional experience or certifications.
- Prior administrative or supervisory experience in an organized camp.
- Current CPR/First Aid certification.
- Wilderness First Aid Certified and Instructor Certified (within one calendar year).
- Ability to supervise day camp and resident camp program directors and provide leadership to summer camp staff, including kitchen staff.
- Excellent organizational and interpersonal communication
- Working knowledge of ACA's Accreditation Standards for Camp Programs and Services, YMCA camp standards, and WI licensing requirements.
- Flexible, diplomatic, enthusiastic and team-orientated individual committed to modeling and teaching values of Respect, Responsibility, Honesty and Caring
- Budgetary experience and fiscal discipline, accomplishing revenue goals and controlling expenses to achieve or exceed budget targets.

Specific Responsibilities:

Program:

1. Maintain current programs with focus on quality.
2. Ensure program areas and equipment is safe, clean and functional.
3. Order all related program supplies and equipment and maintain inventory.
4. Provide upkeep and management of program equipment.
5. In absence of Health Care Director, assume the position of a primary emergency responder.
6. Monitor drills and tests of emergency procedures
7. Manage groups and activities to minimize/eliminate risks.
8. Host group meals and supervise dining hall procedures.
9. Facilitate program areas for guests.

Staff Responsibilities:

1. Recruit staff compatible to the Camp Jorn mission and ensure the professional image of all staff.
2. Hire staff using references, background checks, and interviews to create a professional team.
3. Complete all required employment paperwork and ensure each has a position description.
4. Develop and implement staff training.
5. Mentor and coach staff. Monitor appropriateness of behavior and physical/emotional well-being.
6. Recognize staff for special achievements and accomplishments.
7. Observe staff in action - provide feedback on teaching skills, risk and safety management and program specifics and necessary and appropriate.
8. Provide ongoing feedback and at least one formal written evaluation per year.
9. Dispense corrective or disciplinary action to staff and campers when policy is violated.
10. Ensure bus coordinators have adequate training and supervision to ensure effective implementation of arrival/departure bus procedures.

Marketing:

1. Develop and implement annual marketing and camper communication plan.
2. Develop and procure all brochures, flyers, and sales pieces.
3. Actively seek out new visitor groups and retreats.
4. Maintain responsibility of group contracts and programs.
5. Develop rental/retreat marketing pieces.

Financial Accountability:

1. In partnership with the Executive Director, prepare and control resident and day camp budget - income and expense accounts.
2. In partnership with the Executive Director, prepare and control rental/user group budget.

3. Assist in financial success of the total association.
4. Provide support for the Annual Support Campaign.
5. Seek out and prepare grant applications.

Special Programs:

1. Coordinate Camper/Staff Reunions and related events.
2. Promote and implement off-season events for current camper and staff base.
3. Contribute to Ripples and E-newsletters.
4. Perform other duties as assigned.

Professional Development:

1. Maintain ACA standards and visit preparation.
2. Participate in annual evaluations of performance.
3. Attend conferences and training events within budget in an effort to network, gain new ideas, and learn better systems of operation.

Essential Functions:

1. Ability to communicate and train staff and campers in safety regulations and emergency procedures.
2. Ability to communicate and work with groups of different age and skill level and provide necessary instruction to campers and/or staff.
3. Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
4. Cognitive and communication abilities to plan and conduct program activities to achieve camper development objectives.
5. Physical ability to respond appropriately to situations requiring first aid.
6. Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
7. Must be able to drive as backup for Health Care Director, Trips Program Director and for other emergency and programmatic purposes.
8. The direction of the Camp Philosophy must coincide with the Executive Director and Board of Directors.

Effect on End Result

1. The duties and performance of the Camp Operations Director are diverse and broad, based on the betterment of the camp's interest. The effort put forth will result in an enjoyable experience for the children, families and groups that Camp Jorn serves. The role of Camp Director demands an energetic, outgoing, caring, and genuine personality. Supervision, creativity, innovation, and selfless dedication are attributes the position requires.

Statement of Understanding:

Nothing in this position description constitutes a contract nor has this item been given to you as inducement for initial or continued employment. Nothing contained here-in shall restrict the right of either the Camp Jörn YMCA or its employees to terminate the employment relationship (which is legally considered one of employment-at-will) for any reason and at any time.

I understand this position description is not a complete list of the only duties to be performed. Some duties may be reassigned, and other duties may be assigned as required.

I have read and understand the responsibilities of this position description

Employee's Printed Name

Date

Employee's Signature

Executive Director's Signature

Date