



Job Description

SACANDAGA

Administration

Job Title: Director

Classification: Exempt (Seasonal)

Reports to: Owner

General Description: To further the mission of Camp Sacandaga through the development and management of program, human resource, financial, marketing, and strategic operations. Responsible for the overall operation of Camp Sacandaga. This can include but not be limited to staffing requirements, employee screening, program development, scheduling, supervision, and site evaluations at camp. Ensure that camp maintains compliance with Subpart 7-2 (Children's Camp Code).

Qualifications:

1. Must be at least 25 years of age and Bachelors Degree
2. Must have substantial residential summer camp experience- at least 24 weeks of administrative or supervising experience in Residential Summer Camp Programs.
3. Current, valid ARC Community First Aid & CPR or equivalent is required. This course will be supplied during staff training.
4. Proficient in computer skills and related word processing, data management, and Internet computer software.
5. Be knowledgeable of maintenance, office, and kitchen equipment as well as ability to drive different vehicles.
6. Must demonstrate ability to accept responsibilities, to provide leadership and to supervise effectively.
7. Must be familiar with residential summer camp organization and operation procedures.
8. Strong nurturing skills.
9. Ability to offer guidance in teaching, all camp activities including: waterfront, shooting sports, Nature, Camp Lore, Arts & Crafts, CIT, & general rec.
10. Desire and ability to live & work with children outdoors for extended periods of time.
11. Good character, integrity, and adaptability.
12. Ability to accept supervision and guidance.
13. Enthusiasm, sense of humor, patience, and self-control. Able to maintain good judgement and decision making skills through extended long hours.

Responsibilities:

1. Design, deliver, and evaluate camp program that meets the needs and interests of the camps target populations and ensure their delivery in a safe and quality manner.
 - Remain current with information on the developmental needs of youth.
 - Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
 - Develop and implement crisis and risk management procedures.
 - Design and ensure delivery of programs and activities appropriate to the camper population.
2. Oversee the financial management and fund development operations to allow for adequate annual funding and to meet long-term goals.
 - Develop and monitor budget for the camp operations.
 - Develop and design long-term fund raising strategies for the camp program and facilities.
3. Design and implement a marketing plan to increase camper attendance and camp usage.

- Prepare and analyze enrollment trends.
 - Develop and implement recruitment and retention strategies.
4. Implement human resource management practices to recruit and retain seasonal and year-round staff.
 - Recruit staff based on camper enrollment and program management requirements.
 - Hire, train, supervise, and evaluate seasonal and year-round staff.
 5. Manage property development and maintenance needs to ensure stewardship of current resources and identification of future needs.
 - Conduct annual assessment of property and maintenance needs.
 - Prepare annual and long-term property plan.
 6. Oversee the daily operation of the summer resident camp including food service, program, business, camper and staff supervision, and health care.
 - Oversee the management of the food service area through supervision of Food Service Manager and review of food service program.
 - Secure sufficient coverage in health care staff and their implementation of the health care plan.
 - Develop and oversee the business management functions of the camp including financial record keeping, office operations, camp store, etc.
 - Oversee the systematic approach to data base management for campers, families, alumni, and donors.

Essential Functions:

1. Must be able to assist campers in an emergency, (fire, evacuation, illness or injury), and possess strength and endurance required to maintain constant supervision of campers.
2. Must have the ability to communicate and work with groups participating, (age and skill levels), and provide necessary instructions to campers.
3. Must have the abilities to observe staff & camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, & apply appropriate behavior management techniques.
4. Must have visual and auditory ability to identify and respond to environmental and other hazards
5. Must have the physical strength and endurance to lead in all program requirements.