

## **Summer Day Camp Director Job Description**

Camp Fire Heartland offers an outdoor day-camp experience in the wooded areas of Kansas City, near the Kansas City Zoo. We are looking for a Day Director to join our 2023 summer team.

This position is full-time seasonal with the potential of turning into a permanent full-time position.

### **Job Summary:**

Day-to-day decision making and supervision of the program and staff. Responsibilities include, but not limited to, overseeing daily operations of camp program design and camp scheduling, staff training, supervising and scheduling of seasonal staff, parent/guardian communication, registration data, community engagement, maintaining a culture of safety and ACA regulations, marketing, camper recruitment and retention, fundraising, and budgeting. Summer Day Camp programs run from 7:30 AM to 6:00 PM, Monday through Friday.

### **Desirable Applicants:**

Applicants will have previous camp experience and supervision responsibilities. Applicants will have proven success in the areas of programming, staff management, ability to learn as you grow, communication and ability to plan and communicate the plan effectively. The ideal candidate will be a creative problem solver with a passion for summer camp, program growth, and an energetic presence. You will have the opportunity to establish new traditions and help us continue to build our camp. Overall, they will bring work-ethic, leadership, and a dynamic approach to ensure our staff, participants, and families engage in a life changing camp experience that will have a positive impact in their life.

### **Position Responsibilities:**

- Daily Operations of Camp Program Design
  - Create, plan, communicate, and oversee Camp Programs revolved around our daily and weekly themes
  - Flexibility in camp scheduling (rainy days, lower camper and/or counselor numbers, guest speakers etc.)
  - Buying supplies within budget
  - Creating and printing schedules for counselors
- Hiring and Training Camp Staff
  - Interview, gather references, and schedule camp staff to meet ratio needs
  - Create staff training/ utilize Camp Fire Staff Training materials
  - Train camp staff during precamp according to ACA standards
- Supervise and Schedule Camp Staff
  - Manage Program Manager and 10-15 seasonal staff members
  - Help improve program needs by listening and managing staff
  - Handle staffing issues that occur
  - Support camp staff during precamp training and summer camp
  - Send communication to staff before precamp training
- Parent/Guardian communication
  - Responding to emails/phone calls/etc. about Summer Camp before and during camp
  - Handling scholarship forms and communication with families about scholarships
  - Emailing communication before during and after summer camp; handbook, reminders, program changes, surveys etc.
  - Talking to parents/guardians about situations during camp; behavior issues, incidents, conflict, etc.

- Manage Registration
  - Creating discounts for scholarship families
  - Helping families register
  - Pulling rosters from registration for summer camp
  - Creating camp groups based on registration
  - Creating sign-in sheets for each week of camp
- Community Engagement
  - Reaching out and scheduling guest speakers for camp
  - Communication with food service during camp
  - Engaging in recruitment and marketing events in the community
- Reading, understanding, and following all American Camp Association regulations (ACA) before, during, and after summer camp
- Managing all logistical factors focused around summer camp
- **Staff training will be May 30<sup>th</sup>-June 2<sup>nd</sup>.**
- **Camp has 7 sessions and runs from Jun 5<sup>th</sup>- July 28<sup>th</sup>. We do not run camp 4<sup>th</sup> of July week.**
- **After camp cleanup day is July 31<sup>st</sup>.**

**Required Knowledge/Skills/Abilities:**

- 2 seasons of prior camp experience
- Minimum of 25 years of age
- Prior Supervisory experience
- Prior experience managing staff, schedules, programs, and campers
- Knowledge of basic practices of youth development
- A strong degree of initiative, flexibility and versatility
- Experienced, strategically minded, professional and capable individual
- Ability to handle the pressures that are associated when working with children with patience and self-control
- Endurance including standing, some bending, stooping, and stretching
- Ability to work in the sun and heat and varying environmental conditions
- Self-motivated, able to work independently or with a team

**Preferred Knowledge/Skills/Abilities:**

- Prior Management experience
- Current CPR and First Aid certifications

**Salary:** \$900/week

*Camp Fire Heartland provides programs for young people including Out-of-School programming, Afterschool programs, In-School programs, Club, and Summer Day Camp programs. In Camp Fire, children and youth find a safe, fun, and inclusive place – a place where they form lasting relationships, develop a sense of belonging and make positive contributions to their community. Camp Fire youth have life-enhancing experiences and develop assets essential to their futures. Young people want to shape the world. Camp Fire provides the opportunity to find their spark, lift their voice, and discover who they are. In Camp Fire, it begins now. Light the fire within.*

*Camp Fire is an Equal Opportunity Employer. Applicants are considered without regard to race, color, religion, sex, national origin, age, veteran status, sexual orientation, disability, condition or any other group protected by law.*