



## Seasonal Camp Director

Make an impact this summer and embrace life outdoors!

Camp Gregory is a non-profit, 501c3 organization dedicated to serving the Central New York area since 1941. The role of Camp Director places you at the forefront of camp engagement, programming, child development, staff mentoring; interacting with both campers and camp staff.

If you are a positive, hardworking individual who is interested in youth engagement and outdoor experiences, then Camp Gregory might be your new summer home!

### Details

**Time:** 7 weeks

**Dates:** June 25 - Aug 11

**Reports to:** Board of Directors' Camping Program Committee

**Salary:** \$650 to \$750 per week depending on experience

### Perks

- Camp fees are discounted for children of camp staff members
- Food Provided
- Accommodations provided
- Saturdays off! (Friday evenings – Sunday evenings off)
- Life on the lake!

### **Position Purpose:**

To provide a camp program that offers opportunities for campers to live and work together in nature, to experience the physical, emotional, spiritual, and environmental dimensions of life. It is also a place where everyone is valued as a unique person. Campers will enjoy the lake with water activities such as swimming, canoeing and aquatic games, and will explore the wildlife habitat at our lakeside location, learning how to be caretakers of the earth.

**Qualifications:**

- Must be at least 25 years old or have a bachelor's degree to comply with the NYS Department of Health regulations
- Experience leading and supervising groups of children and/or teens in a recreational or school setting.
- Driver's License
- First Aid Certification Responding to Emergencies (required by staff training week)
- Current certification in CPR/AED
- Pass a pre-employment background investigation

**Essential Job Functions:**

- Assure that all Cayuga County and New York State Health Department requirements are being met, i.e. preparations and submission of reports.
- Oversee Program Director, Cook, Health Director, Waterfront Director, counselors, and any other staff.
- Understand and Follow guidelines and requirements issued by state and local jurisdiction
- Live at Camp from the beginning of staff training through the end of the program.
- Work closely with Program Director/Waterfront Director to supervise staff and campers and implement all activities during Camp
- Communicate daily with the Camping Committee Chair, Program Director, Waterfront Director, Cook, and Health Director to proactively identify and address areas of concern
- Making sure that all documentation is signed by parent/ legal guardian prior to check in.
- In charge of Resident and Day camper check in
- Maintain clear and positive written and verbal communication with all camp staff and parents
- Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.

- Provide training and safety guidelines for programs utilizing camp equipment to staff
- Ensure campers and staff follows safety procedures in all program areas in cooperation with the Program Director, know where campers and staff are always
- Assist in the management and care of the physical facilities and equipment in all program areas.
- Oversee daily checks of area and equipment for safety, cleanliness, and good repair.
- Over-see the health and safety of all campers and staff and ensuring compliance with all camp policies and procedures
- Work closely with Board of Directors' Camping Program Committee to meet the goals of the Camp
- Prepare for and actively participate in staff training and meetings
- Support a community-oriented camp culture that emphasizes acceptance, cooperation, and empathy
- Appreciate and embrace diversity in all interactions with clientele, staff, volunteers, and the public.
- The Director is hired on for camp preparation, 1 week of staff training, 4 weeks of children's camping program and for the end-of-season wrap-up.

### **Relationships:**

- It is important to maintain clear and regular communications with the Program Director, staff members and the Camping Program Committee to keep campers safe. In the case of disagreements, personal or work related, please seek assistance from the Camping Program Committee.
- The Director works closely with the Camp Registrar to ensure that all camper paperwork is received in a timely manner and that parents receive the proper paperwork to have their child enrolled.
- The Director serves as Camp Gregory's representative to parents and the public in a positive way. They are also the contact person for all parental needs and concerns.

### **Knowledge, Skills and Abilities:**

- Excellent inter-personal communication, leadership, and supervisory skills

- Creativity, flexibility, and ability to motivate staff and campers
- Ability to set and meet deadlines
- Out-going personality with demonstrated ability to relate to campers, staff and parents
- Physical ability to live and work in a rustic camp setting and to address emergencies (weather, etc.) as they might arise
- Possess leadership ability
- Experience in administrative roles at similar camp

**Physical Aspects of the Position:**

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior- management techniques
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques
- Physical requirements include the ability to move/travel over camp-related terrain in indoor and outdoor areas; to lead and participate in program activities; and to load, unload and set-up recreational equipment.