

# Camp Sweet Life Adventures, Inc.

Job Title: Camp Director

## Position Overview

Manage the operation of one of the organization's youth programs, supervise all program staff associated with the camp; make provisions for the health and safety of staff and program participants at Camp Sweet Life, while working within the policies and budget set by Camp Sweet Life Adventures' Board of Directors.

## Essential Job Functions

- Interpret and administer personnel policies and practices for the camp staff.
- Recruit staff and volunteers to work at the camp. Supervise all camp staff; including selection, placement and dismissal. Conduct supervisory conferences with camp staff.
- Plan, conduct, and evaluate the camp and assure that it is efficiently serving our clients and volunteers.
- Engage community volunteers and staff in a participatory planning and outcome evaluation processes to ensure effective working relationships and ongoing volunteer growth for the camp. Essentially, create a team-work approach with the Camp Committee.
- Plan, conduct, and evaluate on-the-job training for camp staff. Coach camp staff and volunteers in a sales-oriented and donor-oriented environment.
- Provide strategic leadership to accomplish the camp's goals and objectives. Provide effective stewardship of the camp's resources, while communicating the mission of the camp to the community.
- See that high standards for the camp and health and safety are maintained.
- Assist in development of emergency procedures for the camp. Ensure that procedures are taught, observed, and practiced by all persons.
- Assume responsibility for the camp's budget and assure that the camp meets its budget requirements, including cutting expenses if the income cannot be achieved. Participate in and assist the Camp Committee with fundraising and soliciting contributions for the camp to meet its budget. Assure that the camp meets the Board's objective of at least breaking even each fiscal year.
- Coordinate the camp's schedule with universities to establish internships, independent studies, and other courses to enhance our volunteer staff recruitment.
- Manage the camp on-site, the Camp Director is expected to be on-site at all times the camp is in operation and either staff or campers are present.
- Ensure all post-camp activities are completed.
- Other duties as assigned by the Board of Directors

## Requirements

- Bachelor's Degree in Education, Psychology, Social Work, Park and Recreation, and/or other health or outdoor related field. (*Preferred: Master's Degree in Public Health, Social Work, Education or related fields*)
- Possession of current driver's license to operate a motor vehicle in Minnesota; must have reliable transportation to and from work, and to Committee meetings.
- Available during the program 24 hours per day and as necessary for Committee Meetings, and making presentations to the community.
- Knowledge of all aspects of the organization and its market; including experience in diabetes camp programs.
- Demonstrated ability to meet or exceed American Camp Association's Standards for Accreditation, which states that the Camp Director must be 25 years or greater of age.
- Demonstrated leadership skills.
- Attendance to at least one workshop or seminar related to camping and/or diabetes education every three years.
- Experience with children and teens with diabetes.
- Ability to recruit, select, train, and supervise staff in a participatory manner.
- Ability to evaluate programs and make necessary changes.
- Ability to adjust to changing situations and use creative problem solving skills.
- Ability to make good judgments in personnel problems, health, and safety procedures, and crisis situations
- Excellent written and oral communication skills.
- Ability to work collaboratively with the Organization's Administration, and the Camp Committee.
- Ability to successfully manage and complete multiple tasks and meet established timetables while maintaining the camp budget.
- Adept in public speaking and appearances; ability to build and maintain media relations.

## Physical Demands

- Good Physical and mental health, neat, clean, and well groomed.
- Constant standing, sitting, walking, and repetitive telephone answering and computer work during working hours.
- Turning, stooping, bending, climbing, stretching, and lifting up to 75 Lbs.
- Finger and hand dexterity necessary to use office and program equipment.
- Visual, speech, and auditory acuity required to conduct office activities.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.