



Director of Camping Job Description

JOB SUMMARY:

The Director of Camping is responsible for overseeing and maintaining the highest standards for all aspects of Camp Fire Heart of Iowa's camp programming including, but not limited to, all activities, residential and day camps, family programming, and user groups. The Director of Camping is charged with leading the camp staff; inspiring them to be recognized leaders in the camping community; building a culture of inspiration for campers; and maintaining the highest level of camper safety.

The Director of Camping is a proactive leader, sensing trends and opportunities for growth with all aspects of Camp Fire Heart of Iowa's residential and day camps. They will work with the Executive Director to develop and manage the camp portion of the organizations budget. The Director of Camping is required to live onsite at Camp Hantesa.

REPORTS TO:

Executive Director

CLASSIFICATION:

Full-time, exempt

QUALIFICATIONS:

1. Bachelor's degree in Human Services, Camp Administration, or related field preferred
2. Familiar with American Camp Association standards (current member preferred)
3. Have or have the ability to obtain within 1 month after hire CPR and First Aid certifications
4. Minimum three years of camp administration including direct staff management and budgetary responsibilities
5. Have or have the ability to obtain within 2 months after hire CDL
6. Have or have the ability to obtain within 2 months to obtain ServSafe certification
7. Have a valid Driver's License and clean driving record
8. Successfully pass required background screening
9. Fundraising and donor relations experience
10. Additional certifications are a plus: Lifeguard Instructor, ACA visitor, First Aid/CPR/AED Instructor, Level 2 USA Archery Instructor, Food Service (ServSafe), Challenge Course.

PHYSICAL REQUIREMENTS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions.
2. Use of hands, fingers, arms, feet and legs to perform daily duties
3. Ability to speak and hear
4. Significant sitting, standing and walking
5. Ability to lift and carry fifty (50) pounds
6. Ability to constantly interact with the public in a professional manner
7. Ability to perform professionally in stressful situations

ESSENTIAL FUNCTIONS:

1. Oversee the daily operation of all camp related programming including food service, program, business, camper and staff supervision, emergency preparedness, and health care.
 - Develop, manage and oversee camp budget providing monthly narrative for substantial variances. This includes program, store, facility maintenance and staffing.
 - Oversee the management of the food service area through supervision of Food Service staff and review of food service program. Act as kitchen director or rotate this responsibility with Assistant Camp Directors during off-season.



- Serve as staff representative on council facilities committee and program committee. They will attend Council Board meetings as needed.
 - Develop and oversee the business management functions of the camp including financial record keeping, office operations, camp store, etc.
 - Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.
2. Implement human resource management practices to recruit and retain seasonal and year-round staff.
 - Evaluate staffing needs; recruit staff based on camper enrollment, program management requirements and standards requirements.
 - Hire, train, supervise, and evaluate seasonal and year-round staff, including hiring and processing international staff.
 3. Design and implement a marketing plan to increase camp's visibility in served communities, camper attendance and camp usage.
 - Act as spokesperson for camping programs and facilities.
 - Actively participate in professional organizations as well as in community-based networks and civic organizations.
 - Prepare and analyze enrollment trends.
 - Develop and implement recruitment and retention strategies.
 4. 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.
 - Maintain all necessary accreditations and keep all required licensing current.
 - Design and ensure delivery of programs and activities appropriate to the camper population. Establish camp capacity for each program offering.
 - Work with Executive Director and Program Committee to set metrics to meet current and future goals.
 5. Working with staff and Board, increase fund development operations to allow for adequate annual funding and to meet long-term goals.
 - Develop and design long-term fundraising strategies for the camp program and facilities.
 - Represent camping programs and activities in fundraising events and campaigns.
 - Research, evaluate and recommend fees for all camp programming.
 6. 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.
 - In conjunction with the Executive Director and facilities committee, prepare annual and long-term property plan.

SALARY & BENEFITS:

\$28,000-\$38,000 depending on experience.

Additional benefits include on-site housing, an insurance plan covering health, vision, and dental, paid vacation and sick leave, employer sponsored training and professional development, and a 401(k)-retirement plan.

APPLICATION PROCESS:

Submit cover letter and resume to m.slocum@outlook.com with 'Director of Camping Application' in the subject line.