

Camp Norwesca

Job Description

Job Title: **Camp Director**

Incumbent:

Classification: **Exempt**

Reports to: *Reports directly to the Site Counsel of the camp. The site counsel is accountable to Great Plains Camps Inc.*

Position Purpose:

To further the mission of Camp Norwesca through the development and management of program, human resource, financial, marketing, and strategic operations.

Essential Job Functions:

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 and the community.
 - Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
 - Implement crisis and risk management procedures as directed by the GP Camps Board.
 - Design and ensure delivery of programs and activities appropriate to the camper population.
2. Oversee the financial management and fund development operations with the assistance of the site council treasurer to allow for adequate annual funding and to meet long-term goals.
 - Develop and monitor budget for the camp operations with the assistance of the site council and the site counsel treasurer.
 - 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.
 - Keep involved in the community through participation in events, social service organization, and the chamber.
 - Write a news release for churches, papers, and the website about camp happenings on a regular basis as determined by the site council.
4. Implement human resource management practices to recruit and retain seasonal and year-round staff as directed by the GP Camps Board.
 - Recruit staff based on camper enrollment and program management requirements.
 - Hire, train, supervise, and evaluate seasonal and year-round staff as recommended by the American Camp Association.
5. Manage property development and maintenance needs to ensure stewardship of current resources and identification of future needs.
 - Conduct a spring and fall assessment of property and maintenance needs.
 - Prepare annual and long-term property, program, and community involvement 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.
 - Receive training in serve safe and the workings of the staff kitchen in case the director must be step in and help with meal planning, preparation, and serving.
 - Secure sufficient coverage in health care staff and their implementation of the health care plan.
 - Get training and maintain certification in med. Administration for daycare provider. This does not meet the standard but, does help cover and assistance the camp nurse in emergency.
 - Develop and oversee the business management functions of the camp including financial record keeping, office operations, camp store, etc. in conjunction with site council members.
 - Oversee the systematic approach to data base management for campers, families, alumni, and donors.
 - Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.

Other Job Duties:

Assist and participate in other areas of the organization, involvement in professional associations, or work related to the broader vision of camping as directed by the site counsel chair.

Relationships:

Maintain an open relationships and line of communication with the site council, the Great Plains Camps Inc. Board, and the coordinator of the camping ministries. Be involved in local, regional, and national professional or related organizations and businesses to promote camp.

Equipment Used:

Proficient in computer skills and related word processing, data management, and Internet computer software. Experience in driving different types of vehicle including tractors, passenger vehicles, mowers, and other maintenance equipment. Required to have knowledge of some maintenance, office management, and commercial kitchen procedures.

Qualifications: (Minimum Education and Experience)

College degree preferred or 5 years of camp experience. A follower of Christ, honest, timeliness, communication skills in multiple forms and mediums, self-motivated, enjoys children, able to establish boundaries for counselors, set and enforce consequences if need be, works well with others, such as camp deans, other camp employees, the site counsel, knows and practices Safe Gatherings policies. Additional experience with programming and administering programs that reflect the camp's population is desirable. In addition, knowledge of general maintenance, office management, ACA Standards, Program Development and implementation, and kitchen equipment as well as ability to drive different vehicles.

Physical Requirements:

This position would require the ability to listen to others, observe others' actions, read text and information; comprehend instructions and manuals, and physical ability to move about the camp property in various environmental conditions.