

JOB DESCRIPTION

CAMP DIRECTOR

The Laurel Foundation, dedicated to empowering children, youth and families affected by HIV/AIDS, is seeking a passionate and dedicated Camp Director who is responsible for the safe operation of The Laurel Foundation's year round camp programs.

REPORTS TO: The position of Camp Director reports to the CEO

POSITION PURPOSE

To further the mission of The Laurel Foundation through the development and management of program, human resource, financial marketing, and strategic operations.

ESSENTIAL JOB FUNCTIONS

1. Design, deliver, and evaluate camp programs that meet 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 volunteers
 - Develop and implement crisis and risk management procedures
 - Work with Program Director to design and ensure delivery of programs and activities appropriate to the camper population
2. Oversee the financial management and fund development operations to allow for adequate annual funding and to meet long-term goals.
 - Develop and monitor budget for the camp operations
 - Develop an design long-term fund raising strategies for the camp program
3. Implement human resource management practices to recruit and retain year round volunteer staff (counselors and medical staff)
 - Design and implement recruitment and retention strategies for volunteers
 - Recruit staff based on camper enrollment and program management requirements.
 - Hire, train, supervise, and evaluate volunteer staff.
 - Perform volunteer observations and provide constructive feedback.
 - Address volunteer concerns, solicit volunteer feedback and incorporate as needed.
 - Create a positive and open atmosphere among the volunteer community, to promote volunteer retention
 - Administer volunteer discipline as needed
 - Manage schedule, minor HR duties, and other aspects of assigning volunteer work duties
4. Oversee the daily operations of day and resident camp programs including food service, program, business, camp and volunteer supervision and health care
 - Responsible for the safety and wellbeing of all campers, staff and volunteers throughout the camp program.
 - Secure camp site facilities
 - Oversee the management of site and food service through the supervision of the site facility Food Service Manager and review of the food service program
 - Maintain standards set forth by American Camp Association (ACA)
 - Organizing and insuring a high level of standards in all program activities
 - Oversee incident/accident reporting; conduct annual internal risk management reviews
 - Secure sufficient coverage in health care staff and their implementation of the health care plan
 - Work with Medical Director to ensure all medial policies are in place
 - Develop and oversee the business management functions of the camp including financial record keeping, office operations, etc.
 - Solve urgent behavioral needs of campers and volunteers
 - Work collaboratively with internal and external groups to ensure the enhancement of all camp operations.

OTHER JOB DUTIES

This job may include work in other areas of the organization, involvement in professional associations, or work related to the broader vision of the organization.

MISSION ADVANCEMENT

Accepts and demonstrates The Laurel Foundation's values. Demonstrates a desire to serve others and fulfill community needs. Recruits, trains and supervises volunteers building effective, supportive working relationships with them. Supports fundraising as needed. Represents The Laurel Foundation and its values to the public through speaking engagements, public testimony, and media interviews.

COLLABORATION

This position works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others. This position works closely with community health professionals, leaders and organizations to further build important relationships that will help develop The Laurel Foundation's programs.

OPERATIONAL EFFECTIVENESS

Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better stakeholder experiences. Establishes goals, clarifies tasks, plans work and actively participate in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for stakeholders.

PERSONAL GROWTH

Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS

The position requires minimum of 21 years of age, obtain a college degree and at least 5 years administrative experience with camp programs. Experience working with ACA program standards. Additional administrative and program experience in working with HIV/AIDS population is desirable. Must have a good driving record and valid auto insurance. Candidate must be ambitious with outstanding organizational, human relations and programming skills.

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 facility in various environmental conditions.

SALARY

Based on experience.

HOW TO APPLY

If you are interested in joining our team as Camp Director and bringing hope, joy and laughter in to the lives of children, youth and families affected by HIV/AIDS, please email your resume with salary history and expectations with a cover letter to Jobs@Laurel-Foundation.org. No phone calls please.