JOB DESCRIPTION – DIRECTOR

**Supervisor:** Executive Camp Director
- Starting Pay: $20/hr.

**Qualifications:**
- Three or more years’ experience working at a camp, educational setting or equivalent.
- Must be at least 21 years of age.
- Hold current certifications in Adult & Child CPR/AED and First Aid (prior to first day of camp).
- Ability to oversee daily schedule of Camp Terrier program activities and dedicated events.
- Available for shifts from 8:00 AM - 6:30 PM, Monday - Friday starting from May 1 through August 21.
- Ability to be flexible to changing situations and operational needs.
- Ability to teach and lead staff and campers and to respond appropriately and professionally to situations as they occur.
- Excellent character, integrity, and adaptability.
- Ability to communicate and work with a variety of age and skill levels.
- Desire and ability to work in a cooperative, collaborative atmosphere.
- Enthusiasm, sense of humor, patience, and self-control.

**General Duties:**
- Oversee the Assistant Directors in all aspects of camp programming.
- Meet/communicate regularly with Camp Staff regarding concerns, updates, challenges, and successes.
- Monitor daily camper and staff attendance and be aware of any late arrivals and/or early pick-ups during the day.
- Oversee the coordination of daily breaks as assigned by the Assistant Directors ensuring a proper counselor-to-camper ratio.
- Stress the importance of good sportsmanship, manners, and trust amongst everyone at camp.
- Ensure that all Assistant Directors are seeking maximum participation from staff and campers and provide opportunities so that each individual experiences success while at camp.
- Reinforce expectations for all staff and campers in all areas, including, but not limited to, cleanliness, punctuality, clean-up, rules, sportsmanship, and safety.

**Specific Duties:**
- Meet weekly with Executive Camp Director and Senior Camp Staff.
- Communicate daily with parents/guardians regarding camper issues as well as progress.
- Oversee camp programming daily within area purview, (Sports & Recreation or Arts & Recreation)
- Collect daily logs from Assistant Directors at the conclusion of each camp day and keep in order as part of camp licensing and reporting requirements.
- Prepare for and actively participating in staff training and weekly meetings.
- Oversee and help plan weekly special events and activities related to camp themes.
- Assist and evaluate camp staff and program objectives.
- Recommend suggestions for better camp experiences and ensure that camp policies and procedures are always enforced.