

**Summer Camp Director: Role and Expectations:**

**Description:**

The Summer Camp Director serves as a member of the Leadership Team at NaCoMe. They are directly responsible for all aspects of programming and recreation, working to align their areas of responsibility with NaCoMe's mission, vision, and values.

**Status:** Full-time, Year-Round, Exempt

**Reports to:** Executive Director & Administrative Director

**Direct Reports:**

- All seasonal summer staff, including but not limited to: counselors, leadership staff, worship leaders, photographers/videographers, and any additional staff required for Spring and Fall Retreats.

**Essential Functions & Responsibilities**

*Areas of Direct Responsibility:*

1. Summer Camp Program:
  - a. Oversee all aspects of the overnight residential summer camp program, as well as increasing capacity, registrations, and the overall program quality year over year.
  - b. Design, choose themes, plan, and budget for the entire program.
  - c. Recruit, hire, and train summer seasonal staff.
  - d. Market, network, and recruit campers for the program
  - e. Oversee registrations and parent communications for the program.
  - f. Work with the Program Director for staffing needs and scheduling for activity areas.
  - g. Create/design summer all-camp games in coordination with the Program Director.
  - h. Order Summer Camp and Program supplies and work with the Program Director to ensure supplies are adequately stocked for camp session sizes and specific program areas are prepped.
  - i. Work to enhance programming and stay abreast of the latest trends in camping.
  - j. Open and close camp safely and within the policies and procedures established.
2. Spring & Fall Youth Retreats
  - a. Oversee all aspects of two youth retreats for churches during the year.
  - b. Design, plan, and budget for each event.
  - c. Recruit leaders (Speakers, worship leaders, and staff) for each event.
  - d. Market, network, and recruit church youth groups for each event.
  - e. Oversee registrations and communications with leaders for both events.

*Areas of Additional or Shared Responsibility:*

1. Serve as a member of the Leadership Team
  - a. Attend staff meetings and work collaboratively with other members of the Leadership Team to execute goals for the organization.
  - b. Help provide program, administrative, and maintenance support throughout the year.
  - c. Represent Nacome at events throughout the year and attend conferences to further education.
2. Hosting Retreat Groups
  - a. Working with the Leadership Team, serve as a host for retreat groups on a rotating basis.
  - b. Help prepare and plan for retreat groups including recruiting staff to work on weekends in activity areas and filling in as necessary.
3. Other Duties as assigned

## **QUALIFICATIONS**

*Minimum Qualifications*

1. A commitment to NaCoMe's mission and vision as a ministry of the PCUSA.
2. 21 years of age.
3. Bachelor's degree or equivalent from a four-year college or technical school; or related experience and/or training; or equivalent combination of education and experience. Strong experience in camp programming, high organizational skills, and an ability to manage several concurrent projects. Must be able to effectively lead college-age staff while actively a part of the year-round NaCoMe team.
4. Previous experience in residential camping.
5. Leadership experience at an overnight summer camp.
6. Strategic thinker who thrives in a fast-paced environment and knows how to make wise decisions on the fly; creative problem-solver.
7. Current CPR/AED/First Aid certification or ability to obtain it upon hire.
8. Current American Lifeguard certification or ability to obtain it upon hire.
9. Strong relational and interpersonal skills are essential to this role. Ability to manage personal emotions in conversations with guests, campers, camper parents, and staff, while guiding the discussion to a desirable outcome
10. While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and distance vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

*Preferred Qualifications*

1. Bachelor's degree
2. Experience serving on year-round staff at a camp in a leadership position.
3. Proven experience in developing and implementing programs and curricula for youth.
4. 3-5 years or more experience in residential camping, youth development, or a relevant field.