



Camp Idlewild of Florida

Camp Director Job Description

Reports to: The Camp Director reports directly to the Executive Director, Director of Operations and to Camp Idlewild's board of directors.

Position Purpose:

The Camp Director is responsible for working collaboratively with camp team members to create a summer camp culture which emphasizes safety while incorporating the key goals of Camp Idlewild's mission; recreation, friendship, and Fun. The Camp Director will implement the goals and objectives of Camp Idlewild to ensure sustainability and growth in coordination with key team members including the Board of Directors, Executive Camp Director, Director of Operations and members of our Advisory Board. The Director will oversee the operation of camp programming for kids with Autism Spectrum Disorders and related social and learning challenges and provide support for other recreational activities throughout the year, while assisting in the development and enforcement of policies, goals and objectives.

The Director will be an integral part of and be responsible for building relationships within the greater community to help advance recreation programs and financial development of Summer Camp, and Camp Idlewild in general. Communication and ongoing relationships with families is a vital role of this job as well.

Essential Duties and Responsibilities

- Contribute to the mission of Camp Idlewild by providing support and promoting opportunities which enhance the lives of individuals on the Autism Spectrum and their families.
- Ensures camp meets all American Camp Association standards; ensures ACA membership remains current; maintains active involvement in the ACA
- Serve as one of the lead spokespersons for Camp Idlewild to grantors, donors, and media as appropriate.
- Responsible for effective relationships with local community, donors, grantors and members.

- Direct and organize all aspects of the various programs and workshops that Camp Idlewild will offer to participants.
- Solicit opportunities in the community for recreation and leisure opportunities, volunteer and other activities to ensure robust and innovative program offerings.
- Promote summer camp programs and recruit participants including campers, staff and volunteers.
- Assist families in navigating the scholarship program through Camp Idlewild as well as other outside community funding sources.
- Contribute to website development, social media, and other PR materials in coordination with the communications team.
- Work closely with Camp Idlewild Training staff to ensure best practice is adhered to in all aspects of Camp.
- Contribute to, oversee, and implement training protocols.
- Work a flexible schedule. Must be able to frequently work evenings and weekends based on requirements of programs.
- In conjunction with the Executive Camp Director, maintain and monitor registration materials for various programs being implemented (Campbrain).
- Participate in the recruitment, hiring, training, and supervision of program staff (including the Assistant Director and Program Director) and volunteers throughout the performance of their duties.
- Manage day to day operations of camps, ensuring the highest standards of safety and ACA standards are met at all times; may include, but is not limited to, interacting in a positive manner with parents, handling incidents, assisting counselors with challenges, creating staff schedule, creating groups or making scheduling adjustments as needed.
- Ensure Summer Camp Guide, Parent Handbook and Staff Handbook remain up to date and refreshed based on prior year feedback
- Direct staff meetings and provide written performance evaluations.
- Assist in the preparation of the Camp and program budgets and administer sound financial management.
- Oversee day-to-day operation of business including but not limited to, keeping business records of transactions, maintaining proper supplies, and working with accounts receivable on deposits and transactions.
- Work collaboratively with the Executive Camp Director and Director of Operations in the development and enforcement of policies and procedures necessary for the effective

management and operation of programming within the requirements of federal, state, and local rules and regulations.

- Work collaboratively with the Executive Camp Director and Director of Operations to support financial management and fund development operations to allow for adequate annual funding and to meet long-term goals.
 - Participate in the development and monitoring of budget for the camp operations.
 - Participate in the development and design of long-term fund raising strategies for the camp program and facilities.
- Work collaboratively with Director Operations to design and implement a marketing plan to increase camper attendance, staff retention and year-round camp usage by:
 - Preparing and analyzing enrollment trends.
 - Developing and implementing recruitment and retention strategies.
 - Implementing human resource management practices to recruit and retain seasonal and year-round staff.
 - -Recruiting staff based on camper enrollment and program management requirements.
 - Hiring, training, supervising, and evaluating seasonal and year-round staff.
- Work collaboratively with Director of Operations and Project/Facility Director to manage property development and maintenance needs to ensure stewardship of current resources and identification of future needs.
 - Collaboratively conduct annual assessment of property and maintenance needs.
 - Collaboratively prepare annual and long-term property plan.
- 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.
 - Secure sufficient coverage in health care staff and their implementation of the health care plan.
 - -Collaboratively work with the Executive Director to develop and oversee the business management functions of the camp including financial record keeping, office operations, camp store, etc.
 - 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.

Great opportunity for those with a background in the field of Summer Camps, Special Education, Psychology, Social Work, Recreational Therapy, Occupational Therapy, Outdoor Leadership. Experience with Autism Spectrum Disorders is a must.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education Requirements

Bachelor's in Education, Recreation Management or a related field or relevant experience. At least 3 to 5 years experience working in the summer camp industry.

Must be at least 25 years old with minimum of two years experience in a camp leadership or administrative role.

Experience working with special needs children, starting a new program and 2 to 3 years of business experience preferred.

Current certification in first aid, CPR, AED and Child Abuse Prevention.

Supervisory Responsibilities

Directly supervises employees

Physical Demands

Ability to lift up to 25 pounds, stand, walk, sit, use hands or fingers, reach with hands or arms, stoop, kneel, crouch or crawl. Physical ability to move about the camp property in various environmental conditions.

Decision Making

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Financial Responsibilities

Work within created budget guidelines and cash management for department.

Communication

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business

correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups, managers, clients, customers, and the general public.

Work Environment

General office environment as well as outdoor recreational setting.

Salary Range

Competitive based on experience and American Camp Association guidelines