

SUMMER CAMP DIRECTOR - JOB DESCRIPTION

The Family Promise Summer Camp Director (FPSCD) is responsible for developing, facilitating and overseeing Family Promise's Summer Camp program including supervision, guidance and administration. The FPSCD reports to the Executive Director.

Responsibilities

Attend all camp staff meetings

Develop and direct programs and manage budget for the two weeks of activities.

Administrative duties as necessary

Interview, choose and train camp counselors

Compile all camper paperwork

Practice and enforce all camp safety regulations and emergency procedures

Perform all other duties and roles assigned by the Executive Director

Specific Duties

1. Initiate camp meetings with FP Staff and with Camp Staff
 - Initial camp meeting with FP Staff to discuss upcoming new camp dates etc.
 - During spring book Interviews and follow up with orientation/training meetings
2. Develop and direct programs and manage budget for two weeks of activities.
 - Work with Fund Development to procure activities and lunches being offered by our sponsors.
 - Develop program of activities and secure contracts/insurance requirements and deposits for trips.
 - Create daily activities and acquire equipment/supplies for days not on trips.
 - Work with FP Staff to acquire breakfast, lunches and snacks
3. Administrative duties as necessary
 - Create Folders for Campers to be sent out, including but not limited to:
Registration Forms, Medical Forms, Permission slips, etc.
 - Order arts and craft supplies for developed activities
 - Keep Updated two week calendar of events, forward to FP Staff at regular intervals
 - Create Camp Counselor Orientation folder for training
 - Order T-Shirts
 - Order and schedule busing services for 2 weeks of camp
 - Submit request for track of camp petty cash
4. Interview and Train Camp Counselor Staff
 - Download completed Camp Counselor applications. Schedule Interviews. Chose counselors and complete background checks. Send out Acceptance and Non Acceptance letters
 - Camp orientation/training meeting with folders for camp counselors

- Create list of counselors and groups they will be assigned.
 - Ensure all information is provided to FP Office Administrator for paid staff to receive checks, including self.
5. Compile all Camper paperwork.
 - FP Case Manager will supply list of names and addresses for potential campers.
 - If space allows contact Center for Hope and Safety for list of their potential campers.
 - Create camper registration packet (registration form, permission slips, medical forms, etc.) to be mailed.
 6. Practice and enforce all camp safety regulations and emergency procedures
 - Review and purchase any first aid supplies for the health care provider
 - Make list of allergies or special needs campers
 7. Perform all other duties and roles assigned by the Executive Director

Required

CPR/AED Certified