



Job Title: Seasonal Summer Camp Director

Reports to: Executive Director

Seasonal Fixed Salary: \$4800 Total

Dates: April 2 - July 26th, 2024

Housing: not provided, available only *during* resident camp programs while campers are onsite

Seasonal Breakdown

April: Onboarding, Online Trainings, Interviews: 5 hours per week, \$19 per hour: \$380 total April.

May: Online Trainings, Interviews: 5 hours per week, \$19 per hour: \$380 total May.

June 1st - 15th: Preparation, 10 hours per week x 2 weeks: \$380

June 17th - July 26th: Summer Camp Season: \$3660 Salary: \$610 per week x 6 weeks

Summer Season:

Staff Training Part 1: June 17th - 19th (Monday - Wednesday)

Family Camp 1: June 19th – June 21st, 2024 (Wednesday – Friday)

Staff Training Part 2: June 24th - 28th (Monday - Friday)

Resident Camp: July 1st – 5th, 2024 (Monday – Friday)

Family Camp 2: July 5th – 7th, 2024 (Friday – Sunday)

Teen Adventure Camp: July 10th – 14th, 2024 (Wednesday – Sunday)

Day Camp on the McKenzie River: July 15th – 19th, 2024 (Monday – Friday)

Mini Camp: July 24th – 26th, 2024 (Wednesday – Friday)

All days above are **mandatory** for this position.

Position Overview

Be a caring adult mentor for youth in a gorgeous outdoor setting. Our excellent summer camp program serves youth from all over Oregon and beyond. People of Color and LGBTQ+ candidates are strongly encouraged to apply. Camp Fire is non-sectarian and welcoming to all. Bilingual Spanish or ASL are highly desired, but not required. M.Ed. supervised university internships available.

The Seasonal Summer Camp Director is responsible for direction of all Camp Fire Wilani's summer camp programs. This position develops camp curriculum and staff training curriculum. Further, this position participates in hiring, accreditation, risk management, and all other aspects of assigned programs. The Seasonal Summer Camp Director oversees approximately 11 summer camp staff people, and provides excellent customer service to our campers and families. The position starts part time in the spring with onboarding, recruitment, and interviewing then enters full season in mid-June. Camp Locations include: Camp Lutherwood in Cheshire, Oregon; McKenzie River Day Camp on Deehorn Road in Springfield, and Teen Adventure Camp in Central Oregon (multiple locations).

Position Duties

- **Support program staff hiring** – Oversee hiring of summer camp staff as needed.

- **Risk Management**- models and enforces risk management practices in every single aspect of program preparation, facilitation, and evaluation.
- **Staff and volunteer training** – responsible for continual improvement of staff and volunteer training sessions and support materials.
- **Evaluation, Feedback and Correction** - enforces all policies with staff and makes corrections as needed.
- **Program staff back-up** – filling in for direct-service program staff during busy season, due to illness or vacation coverage.
- **Outreach events** – attend community events alongside other staff as needed to promote organization and programs (often outside of 9-5 hours) such as local festivals, Art Walks, PTA open houses, and networking meetings.

Minimum Requirements

- 25 years of age (per ACA requirements)
- 3+ years of youth program management, summer camp leadership preferred
- Strong knowledge of camp songs, skits, all-camp programs, and positive summer camp community culture.
- Valid, current driver's license with excellent driving record.
- Ability to professionally separate oneself from staff who may be close in age, and provide evaluation, correction, feedback, and disciplinary procedures as needed (with support from year-round staff).
- Significant experience in risk management with youth programs
- Current First Aid/CPR Certification
- Lifeguard or lifeguard instructor certification strongly preferred
- Spanish fluency or ASL fluency preferred
- Ability to calmly adapt to changing situations, locations, circumstances.
- Profound honesty, integrity, and ability to follow directives of supervisor

Personal Qualities and Skills—The Summer Camp Director is a person who:

- Positively supports inclusion in all forms: ethnic, gender, gender identity, religious/spiritual affiliations, disabilities, political perspectives, etc.
- Thrives on challenges, creative problem solving, and continuous learning
- Strives for excellence, takes initiative, and is self-motivated
- Possesses exceptional written and oral communication skills
- Thinks strategically, acts resourcefully, and makes decisions with conviction
- Demonstrates excellent time management and organizational skills – works well with deadlines, effectively prioritizes tasks and plans ahead, and enjoys managing multiple projects at a time
- Has both a keen eye for detail as well as the ability to focus on big-picture goals
- Exhibits a strong work ethic and personal integrity, and can remain enthusiastic and successful in a fast-paced work environment
- Shows strong interpersonal skills, a sense of humor, and the ability to network and build lasting relationships with our campers and their families.
- Works well independently and as part of a cohesive team
- Desires to make a lasting impact on the Western Oregon community

More Information and to Apply: wilanivecouncil.org