

Kingston's Camp on Larkin's Pond

Job Title: **Day Camp Owner/Director**
Reports to: *The Parents of Campers*

Position Purpose:

To further the mission of Kingston's Camp through the development and management of program, human resource, financial, marketing, and strategic operations.

Essential Job Functions:

1. Design, deliver, and evaluate camp program that meet the needs and interests of youth and the camps target markets to ensure their delivery in a safe and quality manner.
 - ♦ Remain current with information on the developmental needs of youth and apply them in the camp setting.
 - ♦ Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
 - ♦ Develop and implement crisis and risk management procedures.
 - ♦ Design and ensure delivery of programs and activities appropriate to the camper population.
2. Oversee the financial management and fund development operations to allow for adequate annual funding and to meet long-term goals.
 - ♦ Develop and monitor budget for camp operations.
 - ♦ Develop and design long-term fund raising strategies for the camp program and facilities.
 - ♦ Design and implement a marketing plan to increase camper attendance and camp usage.
 - ♦ Prepare and analyze enrollment trends.
 - ♦ Develop and implement recruitment and retention strategies.
3. Implement human resource management practices to recruit and retain seasonal staff.
 - ♦ Recruit staff based on camper enrollment and program management requirements.
 - ♦ Hire, train, supervise, and evaluate seasonal staff.
4. Manage property development and maintenance needs to ensure stewardship of current resources and identification of future needs.
 - ♦ Conduct annual assessment of property and maintenance needs.
 - ♦ Work with the Landlord to prepare annual and long-term property plans.
5. Oversee the daily operation of day camp including hospitality, program, business, and health care.
 - ♦ Secure sufficient coverage in health care staff and their implementation of the health care plan.
 - ♦ Develop and oversee the business management functions of the camp including financial record keeping and office systems.
 - ♦ 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.

Other Job Duties:

Camp Director must maintain memberships in local, regional and national camp associations as time permits.

Equipment Used:

Must be proficient in Quickbooks, Microsoft Office, including Excel and Powerpoint, have some knowledge of Database Management or experience in Bunk1 db.

Qualifications:

Must have Baccalaureate, experience in training and education, outdoor, agricultural and environmental experience. Must also have a minimum of 2 years supervisory experience.

Knowledge, Skills, and Abilities:

Knowledge of youth and youth development; skills needed in planning programs and setting schedule. Knowledge of human resource management, maintenance, transportation issues, budget and finances, Waterfront Management and outdoor programs.

Physical Requirements:

This position would require the ability to listen to others, observe others actions, make many decisions on a daily basis. Must have ability to swim, be active all day long, and pick up a minimum of 50 pounds.