



## **CAMP DIRECTOR Job Description**

*Camp Oak Hill will always be a place where children are safe, enjoy life, and experience the love of Jesus Christ.*

The Camp Director role is critical in overseeing the Camp Oak Hill (“COH”) Summer Camp Ministry by hiring and equipping the best of the best counselors. We believe that our summer camp ministry provides children the opportunity to grow in their faith, to choose character over fame, to thrive in a community setting, to take healthy risks in a safe environment, to be mentored by positive role models, and to learn skills that will help carry them through life. This rewarding position will provide the ideal candidate with invaluable experience, a potential to thrive, and the opportunity to witness firsthand the incredible impact of COH on the lives of our campers.

Steward leadership is important to the Camp Director role, with the spiritual development and equipping of staff remaining a top priority of the position. However, just as crucial is the ability of the Director to provide a well-orchestrated and safe environment where counselors and administrators work together to provide a quality summer camp experience. During off-season months, the Camp Director is expected to work on staff recruitment, hiring, and relationship building among both staff and camper families. Building and maintaining community relationships to raise awareness and engagement with Camp Oak Hill’s summer camp ministry is critical to the success of this position. The Camp Director reports directly to the Executive Director.

Essential responsibilities of the Camp Director position include, but are not limited to, the following:

### **Management**

- Keep the vision and mission of Camp Oak Hill as top priority.
- Serve as a point of reference in directing a fun-filled, faith-growing, safe, and quality summer camp experience.
- Ensure that compliance is maintained in all aspects of safety and operation, as set forth by the American Camp Association (“ACA”).
- Recruit, hire, train, develop, evaluate, and manage the Summer Camp staff.

### **Communication**

- Communicate regularly with the Executive Director on the “pulse” of the Summer Camp Ministry.
- Work with other Camp Oak Hill Directors and Managers to ensure the seamless unity of the organization as a whole.
- Develop and implement ideas to build and maintain relationships with staff, campers, camper families, and community.
- Handle parent relations, camper discipline, staff discipline, homesickness, and other summer camp situations, as warranted.

### **Safety**

- Complete the ACA Basic Standards Course and an average of five (5) hours of ACA approved professional development each year.

### **Steward Leadership Development**

- Pursue professional development training opportunities.
- Provide summer devotional curriculum for campers and staff.
- Encourage the concept and provision of spiritual growth and steward leadership opportunities among staff and campers.
- Seek out strategic opportunities to become involved in industry-related professional associations.

### **Administrative**

- Ensure that the COH site, programs, activities, logistics, and all other tangibles are “camp ready” for the Summer Camp season.
- Create, oversee, and manage the Summer Camp budget.
- Work with Marketing Coordinator to prepare and analyze enrollment trends, statistics, and demographics of campers (capacity, growth goals, etc.).
- Utilize the organization’s camp registration software/processes for database management of campers, families, staff, and alumni.
- Collaborate alongside the Guest Services Coordinator to build “camp retreat” opportunities and fill in on occasion as needed with retreats.

### **Program Development**

- Remain current with relevant youth trends.
- Work alongside the Site Director and Program Coordinator to manage camp property development and maintenance needs to ensure positive summer camp experience.
- Work with Program Coordinator to develop and implement an evaluation system to assess all Summer Camp programs and activities.

### **Job Requirements**

- Should possess a four-year undergraduate degree (preferable).
- Should be at least 25 years of age, as set forth by the American Camp Association Accreditation requirements for the position of Camp Director (if successful candidate does not meet this requirement, other protocols will be put in place to ensure compliance).

### **Desired Skills**

- Possess excellent leadership skills.
- Maintain outstanding time-management and people skills.
- Demonstrate superb organizational and administrative skills.
- Be a self-starter and team player.
- Present a strong and professional presence at all times.
- Practice director level verbal and written communication skills.