



POSITION DESCRIPTION

Position Title: Summer Camp Director

Revised: June 2022

Reports To: Chief Operating Officer

General Function: With general guidance from the Chief Operating Officer, the Summer Camp Director is responsible for the coordination and execution of Camp Gray's summer camp programming.

Requirements: The Camp Director should be at least 25 years of age, and must bring to this position an appropriate background of education (Bachelor's Degree preferred) and experience in camp management and programming. Must have training and experience in teaching youth and working with college students. Must have the ability to relate to diverse groups of people from all social and economic segments of the community. To properly support and interpret the mission and values of the camp, the incumbent must be a person of strong personal faith, and a practicing Roman Catholic.

The human relations aspect of this position is very important. The personality, attitude, and conduct of the Camp Director sets the climate of relationships, and the incumbent's skill in relating individuals and groups to each other determines the eventual success of the summer camp program. A person in this position must have excellent organization skills and be self-driven.

Principal Activities:

- Develop creative, fun, and Christ-centered summer camp programming
- Work collaboratively with other staff to recruit, screen, interview, and retain summer camp staff members
- Responsible for planning summer capacity, dates, and overseeing the registration process of campers
- Coordinate and organize summer camp staff training in collaboration with other staff
- Execute Camp Gray's summer program in collaboration with other staff
- Review and evaluate programming through surveys, interviews, and other means to better develop programming
- Communicate the vision of Camp Gray's mission to parishes, schools, and other entities
- Work collaboratively with XMT Directors and other staff on year-round programming as needed

Essential Functions:

- ◆ Living an active life of faith and virtue
- ◆ Ability to communicate procedures and regulations to staff and campers
- ◆ Ability, both visual and auditory, to identify safety hazards and monitor camper and staff behavior
- ◆ Ability to understand and implement behavior-management techniques
- ◆ Physical mobility and endurance to maintain constant supervision of campers and staff
- ◆ Ability to communicate with and collaborate with staff peers and campers in providing program leadership and instruction
- ◆ Ability to understand and communicate the camp's spiritual vision