



Darnestown Swim & Racquet Club Camp Green Zone Camp Director

Job Type - *Camp Green Zone seeks an energetic, creative, and kid-loving experienced professional to serve as a seasonal, full-time Summer Camp Director. Camp Green Zone is an approximately (depending on school calendar) eleven week day-camp program beginning in mid-June, when Montgomery County School System dismisses for the year, and continues through the summer until the Friday before MCPS returns to school. The Camp Director will be responsible and compensated for planning in the pre-season, which includes licensing with the State and County, as well as camp programming and hiring.*

Camp Green Zone: *Founded in 2014, Camp Green Zone exclusively serves children of the Darnestown Swim and Racquet Club members with a full-day outdoors day camp experience. The camp continues to increase in popularity with members and campers because of its kid-centered, summer-loving, all outdoor programming serving kids of all ages. Campers have access to the swimming pool, hiking trails, a creek, fields for sports, tennis courts, and organized arts, crafts, STEM activities, and games. Camp Green Zone blends kids of all ages in summer fun with a Counselor-in-Training program. The Camp Director will be responsible for preparing a weekly plan with themes, activities, and fun--ensuring the campers and counselors return week after week ready for more.*

Position Purpose: *The Camp Green Zone Camp Director plans, coordinates, and oversees the overall camp program; approves all camp activities; orders materials; supervises camp staff; and oversees Counselors-in-Training program. The Director is responsible for communicating with parents, guardians, teachers, and other DSRC staff prior, during, and after the summer camp.*

Essential Job Functions:

Create and advertise programming that will be fun and new to campers and CIT's

- Director will be tasked with creating fun and fulfilling programming
- Programming and themes should vary week to week
- Director should follow outline of programming currently in place and elaborate with new and fun ideas
- Director will plan and implement all programming
- Director will collaborate with swim coach, tennis coach, and GM on scheduling daily activities and ensuring campers are present in daily activities at the Club

Hire and train all staff following DSRC policies for hiring

- Director will need to use prior year's attendance numbers to have sufficient staff hired and trained prior to the beginning of Camp
- Director will follow all Montgomery County as well as State of Maryland policies and procedures for background checks and other hiring policies
- Director will be provided previous year's staff contact and will interview all current staff interested in returning and add new staff as needed

Create and follow a budget for all staffing and additional expenses

- Working alongside the Club treasurer and using the previous year's budget, Director will create and follow a budget for all expenses

Director will be present at Camp and will create a culture of fun, inclusive and relaxed Camp

- Director will be a part of the DSRC community and will use their presence at the Club to get to know Club Members
- Director will lead staff and camp in a way that is in line with the values of DSRC
- Director will be on site at all times except any approved absences, in which case staffing will be sufficient to cover absence

Director will communicate with campers parents/guardians as well as with DSRC membership

- Director will communicate each week with the campers parents including but not limited to a pre-camp communication, as well as one weekly email communicating what to bring, camp procedures, and the activities of the week including pictures and updates
- Director will advertise and communicate directly with the DSRC community including--but not limited to--pre-season advertising, as well as in-season updates and communications
- Director will use social media to promote camp highlights

Director should be self-sufficient

- Director should be able to use the facility and tools at their disposal to run a self-sufficient staff. Camp Director should be able to run camp without assistance from lifeguard or other DSRC staff. Director should be able to set up, break down, and repair equipment being used with help from Camp Staff
- Director should be able to create advertising and other promotional information on their own with minimal from Board or other DSRC staff
- Director should know and understand that camp must fit into the broader community at DSRC and be flexible to allow for other programming to take place
- Director needs to be flexible on a daily basis depending on weather and programming needs of the DSRC community

Other Job Duties: *Identify other tasks or duties that this person may be expected to perform but that are not necessarily the primary focus of this position.*

- *Exhibit DSRC core values at all times and adhere to all company policies*
- *Establish operating budget for the camp and controls expenditures*
- *Work closely with GM to understand facilities and proper usage for the Camp and campers*
- *Collaborates with the GM on the scheduling of field usage, pool usage, and facility usage*
- *Oversees the development of the camp program and approve all camp activities*
- *Hires, disciplines, supervises, and terminates camp staff*
- *Conducts training and background checks*
- *Organizes and coordinates the campers' selection process*
- *Produces forms and pertinent documents needed for the implementation of camp*
- *Handles questions, problems, and concerns of parents/guardians*
- *Observes the peer culture to diagnose problems and implement solutions as necessary*
- *Establishes a procedure for handling all difficulties related to health, behavior, and other problems and report incidents to GM*
- *Monitors and ensures appropriate student behavior and adherence to camp rules and regulations*
- *Schedules small group meetings with staff as needed*
- *Works closely, cooperatively, and amicably with all staff members*
- *Handles emergency situations in conjunction with GM and lifeguard staff*
- *Assesses the overall program to see if there are any changes that need to be made for optimum functioning*
- *Seeks advice and/or assistance from the GM and Board of Directors when needed*

- *Perform group supervision of campers with attention to: behavior and group management; health and safety; security and skill development*
- *Coordinate and communicate daily schedules*
- *Commit to the growth and development of youth*
- *Work effectively with others in all levels of the organization in a professional manner*
- *Demonstrate outstanding communication skills; using clear, concise and professional language when interacting with campers, camp families and colleagues*
- *Be responsible, reliable, and safe*
- *Always have a positive, can-do attitude*
- *Be patient, caring, and creative*
- *Produce consistent, high-quality work*
- *Demonstrate excellent judgment; identify problems and work quickly to find solutions*
- *Be a flexible, adaptive and a team player*

Relationships: *Camp Director will report directly to the Club GM but will need to have relationships with all DSRC staff. Director will work closely with swim and tennis professionals to ensure a smooth transition from each program to the next as well as using professionals to teach campers swim and or tennis. Director will work closely with Managers and lifeguard staff to ensure a good relationship between all staff is maintained. Director will report to Board of Directors as needed.*

Equipment Used: *Director will use all existing camp equipment and will do a pre-season inventory of equipment to determine what needs to be added, replaced or discarded. Director will add new equipment as needed and as allowed to stay within operating budget.*

Qualifications:

Required

- *Previous camp experience*
- *Previous experience working with children in a supervisory capacity*
- *Prior staff supervision experience*
- *Performance management and facilitation experience*
- *First Aid/CPR certification required*
- *Ability to be outside for 8+ hours on their feet and active*
- *Possesses good leadership abilities, management and organizational skills.*
- *Patient, enthusiastic, self-controlled and dependable.*
- *Excellent advertising, email and electronic communication skills*

Preferred

- *Teaching certification*
- *Bachelor's degree Previous experience with County and State licensing system and requirements*

Physical Aspects of the Job: *Camp Green Zone is an exclusively outdoor camp in the heat of the Washington DC summers. Therefore Camp Director needs to have the physical stamina and ability to work in these conditions.*

- *Ability to be on their feet for an extended day, outside without Air Conditioning*
- *Ability to walk up and down steep hills in the woods so that camp can utilize our 18-acre property*
- *Respond to emergency situations which may include running*
- *Possess physical capacity to fulfill all Essential Job Functions - Responsibilities listed above*

Compensation: *Compensation will be competitive with similar jobs and will be decided based on applicants experience, education and certifications.*