

# Camp Fire Central Puget Sound

## Job Description

### Director of Camping



#### Position Summary

The Director of Camping is responsible for all aspects of Camp Sealth program and operations management, including but not limited to budget, program staff, programs, food service, facilities. By providing daily on-site leadership while programs are in session, the Director of Camping ensures all camp programs are safe, mission-focused, and high-quality. Steward relationships with camp families, partner organizations, and the Vashon Island community. Provide guidance on strategic and site master planning for camp that prioritizes equity, stewardship, and sustainability.

#### Position Details

<i>Job Title</i>	Director of Camping
<i>Department</i>	Camping
<i>Location</i>	Camp Sealth
<i>Reports To</i>	Executive Director
<i>FLSA Status</i>	Exempt
<i>Full/Part Time</i>	Full Time
<i>Regular/Temporary</i>	Regular
<i>Salary Range</i>	\$80,000 - \$86,000
<i>Housing</i>	Onsite housing is available

#### Organization Overview

Camp Fire Central Puget Sound offers a variety of co-ed enrichment opportunities that empower youth, staff, and volunteers to discover their sparks, gain confidence, build essential life skills, value the natural world, and be active contributors in their communities. We strive to create an environment where each youth and staff member has a sense of belonging, opportunities to share passions, and a place to thrive.

Camp Sealth is a summer camp, outdoor education center, and retreat facility serving around 7,000 people year-round. Summer camp is comprised of eight weeks of overnight camp and six weeks of day camp, serving over 2,000 youth each summer. During the school year, Camp Sealth hosts outdoor education and retreats for school and non-profit groups between September and May; groups and schools may range in size from 10 to 300.

#### Essential Job Responsibilities

- Provide leadership, guidance, and support for all Camp Sealth program staff and programs. Directly supervise the Camp Sealth Operations Team.
- With the camp operations team, oversee the hiring and training of staff and volunteers for all programs and Camp Sealth events throughout the year.
- Oversee logistics for camp operations: programming and program scheduling, staff scheduling, transportation, health care, food service, cleaning, etc.
- Provide leadership for and facilitate communication among all camp departments to ensure successful camp operations.
- Support department heads in stewarding strong relationships with camp families and groups.
- With the Council Leadership Team, develop and implement a strategic plan for Camp Sealth as well as operational policies and compliance documentation that ensures that all camp programs and usage of the camp property are aligned with the Council's goals and values:
  - Prioritize mission-focused programs and events
  - Programs are outcome-driven and meet community needs
  - Camp programs center principles of diversity, equity, and inclusion
  - Camp usage facilitates excellent stewardship of the property and facilities
  - Camp programs are financially sustainable
  - Camp maintains adequate staffing and prioritizes the well-being and professional growth of seasonal and year-round staff
- Develop and manage all department budgets for Camp Sealth.
- Implement, maintain, and lead a comprehensive risk management and emergency response plan for all camp programs, aligned with the Council/organizational risk management plan. And lead emergency response actions.

- Oversee processes for evaluation, feedback, outcomes measurement, and program quality assessment for all camp programs.
- Develop and maintain strong relationships with Camp Sealth's key vendors, partner organizations, neighbors, and community on Vashon Island.
- Seek out and assist with all grant applications that directly benefit Camp Sealth.
- Support department heads and the marketing team to build engagement with campers, staff, families, retreat groups, and partners through social media and other marketing avenues.
- Work with the Director of Community Partnerships and camp program leadership to determine program priorities to build program effectiveness/capacity, and to promote staff collaboration and professional development.
- Ensure adherence to Camp Fire standards, Council policies, ACA standards and various government regulations and laws. During ACA visit years, lead the ACA accreditation process.

### **Secondary Job Responsibilities**

- As a member of the Leadership Team, participate in council-wide strategic planning, program development and managements, and overall council administration.
- Support the Council's overall fund development and marketing efforts.
- Assist with Council and camp events as needed.
- Support the camp community where needed with program and services delivery, light maintenance, and facilities upkeep.

### **Skills and Qualifications**

Camp Fire recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. We believe that a diversity of professional and life experiences can lead to a well-rounded team.

Applicants who do not meet all of the qualifications listed below but present other relevant qualifications or experience will be considered.

We strongly encourage anyone who feels passionate about this work, has a strong desire to grow their skills, and believes they have what it takes to thrive in this role to apply. Applicants of non-dominant cultures are welcome and encouraged to apply.

### **Qualifications**

- Minimum age 25, and minimum 10 years' experience in camp administration and/or youth program management
- Previous experience with budgeting and financial management, strategic planning, risk management, staff management, site & facilities management, food service, and other aspects of camp administration
- Previous experience leading year-round staff teams of 5+ individuals and seasonal staff of 100+ individuals.
- Driver's license with satisfactory driving record.

### **Skills**

- Understanding and competency with the American Camp Association accreditation process
- Supervisory, team management, and conflict resolution skills
- Ability to supervise camp activities, depending on skill set and camp need (i.e. boating, horseback riding, archery, hikes, sports, low ropes course, etc.)
- Responsibility, flexibility, and accountability
- Effective communication skills with youth and adults
- Ability to prioritize tasks, manage time effectively, and work independently
- Competency with basic computer skills including Microsoft Word and Excel
- Ability to adapt to the camp lifestyle and work environment
- Able to build and sustain community relationships within and outside the organization
- Attentive to details.
- Able to make decisions that considers available information, evidence, and stakeholders
- Understands the importance and priority of DEI work in order to remove barriers of access for participants and staff members.
- Values the camp experience and enthusiastic about connecting with youth with the outdoor environment.
- Passionate about maintaining a healthy workplace that prioritizes staff safety and wellbeing.

### **Physical Requirements**

- Repetitive motions of hands/wrists (typing)
- Physical ability to navigate uneven camp terrain, including hiking trails, stairs, and hills
- Visual/auditory ability to identify and respond to environmental and other hazards of the site and facilities
- Ability to communicate in English, both orally and written

**Commitment to Diversity, Equity & Inclusion**

Camp Fire strives to continuously provide diverse, inclusive, and equitable environments throughout our organizations and programs. We recognize that both access to and success in our programs requires intentional work, to cultivate respect, eliminate systemic barriers, and address injustice head-on. We at Camp Fire believe that words must be followed by progress, action, and accountability. We recognize that our efforts will be ongoing and evolving as we continue to grow, learn, collaborate, and press for an equitable future.

**Date Updated:** 9/13/2023