

Setebaid Services,[®] Inc.
CAMP DIRECTOR

Job Description
(Seasonal Position)

PURPOSE AND GENERAL JOB SUMMARY

The Camp Director manages the operation of one of the organization's youth programs, a camp for children and/or teens with diabetes. The Camp Director supervises all program staff associated with the camp; and, the Camp Director makes provisions for the health and safety of staff and program participants at the Setebaid Services[®] program, always working within the policies and budget set by Setebaid Services,[®] Inc.'s Board of Directors. This position is an at-will, seasonal (temporary), exempt position with compensation based upon the program the Camp Director will be managing.

QUALIFICATIONS

- Knowledge of all aspects of the organization and its market; and, at least five years experience in diabetes camp programs.
- Bachelor's Degree in Education, Psychology, Social Work, a health related field, or both
- Preferred: Master's Degree in Public Health, Social Work, Education or related fields
- Demonstrated Ability to meet or exceed American Camp Association's Standards for Accreditation, including HR-1D, which states that the Camp Director must be 25 years or greater of age.
- Demonstrated leadership skills
- Attendance to at least one workshop or seminar related to camping and/or diabetes education every three years
- Experience with children and teens with diabetes
- Ability to recruit, select, train, and supervise staff
- Ability to evaluate programs and make necessary changes
- Ability to adjust to changing situations
- Ability to make good judgments in personnel problems, health, and safety procedures, and crisis situations
- Ability to expand the organization's sphere of influence
- Excellent written and oral communication skills
- Ability to work collaboratively with the Organization's Administration, and the Camp Committee; and, ability to manage staff in a participatory manner; ability to promote the organization
- Creative problem solving skills and comfort in a challenging and changing environment
- Ability to successfully manage and complete multiple tasks and meet established timetables while maintaining the camp budget
- Adept in public speaking and appearances and building and maintaining media relations

RESPONSIBLE TO Setebaid Services,[®] Inc.'s Program Coordinator

RESPONSIBILITIES

1. Comply with, interpret and administer personnel policies and practices for the camp staff. Promote the organization in a positive light to the camp staff.
2. Recruit staff and volunteers to work at the camp. Supervise all camp staff – select, place, and release the camp staff.
3. Plan, conduct, and evaluate the camp and assure that it is efficiently serving our clients and volunteers.
4. Engage community volunteers and staff in a participatory planning and outcome evaluation processes to ensure effective working relationships and ongoing volunteer growth for the camp. Essentially, create a team-work approach with the Camp Committee.
5. Plan, conduct, and evaluate on-the-job training for camp staff. Coach camp staff and volunteers in a sales-oriented and donor-oriented environment.
6. Conduct supervisory conferences with camp staff.
7. Provide strategic leadership to accomplish the camp's goals and objectives. Provide effective stewardship of the camp's resources, while communicating the mission of the camp to the community.
8. See that high standards for the camp and health and safety are maintained.
9. Assist in development of emergency procedures for the camp. Ensure that procedures are taught, observed, and practiced by all persons.
10. Promote high staff morale.
11. Assume responsibility for the camp's budget and assure that the camp meets its budget requirements, including cutting expenses if the income cannot be achieved. Participate in and assist the Camp Committee with fundraising and soliciting contributions for the camp to meet its budget. Assure that the camp meets the Board's objective of at least breaking even each fiscal year.
12. Coordinate the camp's schedule with universities to establish internships, independent studies, and other courses to enhance our volunteer staff recruitment.
13. Ensure that the camp's schedule is coordinated with the office.
14. Manage the camp on-site to ensure compliance with organizational policies and American Camp Association Standards for Accreditation; unless specific arrangements have been made in writing with the Executive Director, the Camp Director is expected to be on-site at all times the camp is in operation and either staff or campers are present.
15. Ensure all post-camp activities are completed, including inventorying, cleaning, and properly storing all camp supplies and equipment in the camp's storage and sending thank you letters to all camp donors and campership donors.
16. Other duties as assigned by the Executive Director.

JOB SPECIFICATIONS:

A. Physical Demands:

1. Good Physical and mental health, neat, clean, and well groomed.

2. Constant standing, sitting, walking, and repetitive telephone answering and computer work during working hours.
3. Turning, stooping, bending, climbing, stretching, and lifting up to 75 Lbs.
4. Finger and hand dexterity necessary to use office and program equipment.
5. Visual, speech, and auditory acuity required to conduct office activities.

B. Special Requirements:

1. Possession of current driver's license to operate a motor vehicle in the Commonwealth of Pennsylvania.
2. Must have reliable transportation to and from work, and to Committee meetings.
3. Ability to work on a Personal Computer and the ability to learn new programs as required.
4. Available during the program 24 hours per day and as necessary for Committee Meetings, and making presentations to the community.

C. Environmental Conditions:

1. Work will be conducted from a home office and at the program site. Much of the work will be conducted outside in environments that are not climate controlled; some work will be in the outdoors where it may be cold, or extremely hot. It may be damp or dry, depending on the season.
2. Travel will be necessary to make presentations, develop relationships with universities and healthcare institutions, to attend conferences, to the program site, to the Committee meetings and other places as necessary. Outside travel may be in extreme temperature ranges from hot to cold, and/or high or low humidity, rain, snow, ice and fog.