



POSITION DESCRIPTION

Title: Director of Camp Programs
Job Status: Full-Time, Exempt
Reports to: Executive Director
Revision Date: February 2023

POSITION SUMMARY

The Director of Camp Programs serves as an integral member of the year-round leadership team and is responsible for the oversight and direction of high-quality summer camp and community-based experiences. The position has the primary leadership role in creating camp culture, managing camp operations and programs, and serving as camp ambassador in the wider community. This position will work directly with the Executive Director and Business Development Manager daily, so clear communication, the ability to complete tasks on-time, and accepting and/or giving criticism is essential. With the rapid evolution of the Camp Ho Mita Koda Foundation (CHMK) the responsibilities of this position may change. The incumbent must be prepared to accept new responsibilities and transfer others.

ESSENTIAL FUNCTIONS

- Support the development of CHMK's strategic plan to advance the company's mission and vision, while promoting growth, high quality experiences, profitability, and sustainability.
- Lead programming innovation and change, implementing these changes to exceed our guests' expectations.
- Oversee the continual evaluation, development, evaluation, safety, and enhancement of all camp programs and disciplines.
- Have a deep knowledge of the program experiences offered to guests, identifying areas of improvement, assessing staffing, identifying opportunities and making adjustments to continue to position CHMK as an international leader.
- Promote CHMK as a year-round venue for immersive experiences that inspire guests and supports the Type 1 Diabetes community.
- Understand and create industry trends, while maintaining the integrity of our progression-based focus of SEL & MESH learning.
- Create and maintain infrastructure to ensure the success of the programming department, which includes Summer Camp, Rentals, Community Groups, School Field Trips, and more.
- Promote a culture that reflects the organizations' core values, mission, and vision.
- Project manage all programs, including but not limited to camp logistics (local contracts, permits, camp schedule), staff management (recruit, hire, train schedule, supervise, and payroll).
- Work collaboratively with internal and external individuals and groups to ensure the enhancement of the camp operation.
- Develop and implement Program Quality Assessments (PQA) to ensure continuous program improvement.
- Maintain all necessary reports, evaluations, and statistical data as required for state licensing, accreditation, and program management.
- Oversee the financial management of the summer program budget to ensure adequate funding.
 - Develop budgets alongside the Executive Director for camp programs.
 - Monitor budgets for summer camp operations.
 - Approve expenditures.
 - Maintain inventory control and place orders for program supplies.
- Develop meaningful relationships with parents, campers, and participants to ensure beyond expectation customer service before, during, and after programs.
- Develop and implement ongoing marketing and retention strategies for program participants.
- Attend community events, meetings, and gatherings as a representative of CHMK.
- Other duties as assigned.

Helping children living with Type 1 Diabetes grow in mind, body, and spirit.

REQUIREMENTS

- Four-year college or related degree is required, relevant focus in Business Management, Parks and Recreation Admin, Education, Youth Development.
- Three to five years of professional/administrative experience in the summer camp industry.
- Minimum of 25 years old to comply with American Camp Association standards.
- Proven ability to collaborate well across functions and departments, to work as part of a team, and to lead teams in achieving goals.
- Experience in staff hiring, training, supervision, and evaluation.
- Fluency with Microsoft Office/Suite (Outlook, OneDrive, Teams, Excel, etc).
- Exceptional attention to detail and strong written and verbal communication skills with the talent to convey warmth, enthusiasm, and trust.
- Flexibility in work schedule is essential, as evening, holiday, or weekend work is periodically required.
- Reliable transportation via personal vehicle capable of making routine trips to and from new program locations.
- Capable of crafting a clear vision for the future and the steps necessary to execute against that vision.
- Must be comfortable working in an all-season environment.

BONUS CHARACTERISTICS

The right candidate understands the importance of industry leading customer service, is programmatically creative, and is adept at managing large amounts of data and information. Other key characteristics are included below.

- Relevant certifications including, but not limited to Lifeguarding, LGI, LNT Instructor, CPR/AED, Challenge Course Facilitator
- American Camp Association Visitor
- Strong, service-minded work ethic. Candidate must maintain highest level of confidentiality, exceptional judgement, and diplomacy at all times.
- Results-oriented, mission-driven leadership style which pursues excellence, builds community, and leads with compassion.
- Responsible for, strong clear leadership of their staff, ability to delegate, observe, communicate and determine best practices in any given situation.
- Experience managing multiple projects, logistics, and operations.
- Experience working in newly established or growing programs.
- Experience with Type 1 Diabetes.

DOES THIS SOUND LIKE YOU?

- You're passionate about creating an equitable educational environment for individuals and families with Type 1 Diabetes.
- You can mentally and emotionally navigate uncertainty in your job.
- You're a strong leader and enjoy working with a multiplicity of personalities.
- Your staff feel comfortable around and motivated by you.
- You anticipate needs and solve problems before they become an issue.
- You are comfortable communicating through various mediums with a variety of individuals.
- You like to learn from and build on teammates' strengths.
- You thrive from feedback – collecting, synthesizing, and acting upon it.
- You're comfortable building with us and understand that while somewhat established, we are always seeking to grow and improve.
- You embrace ambiguity but pay attention to details.

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SKILLS GAINED

- Designing organization and inventory systems for entire teams of people to provide the highest quality experience possible.
- Creating systems that increase organizational impact through efficiency.
- Strengthened understanding of small, fast-paced non-profit management.
- Strengthened understanding of youth programming.
- Managing events and making thoughtful iterations.
- Contributing to budget management and negotiating with vendors.

COMPENSATION

\$45,000-\$50,000. Commensurate with experience. Onsite housing is negotiable. Compensation package includes Healthcare benefits, flexible work time, remote work opportunities, unlimited time off, generous maternity/paternity leave, access to dining services when programs are in session, travel stipend, access to pro-deal, professional development, and much more.

TO APPLY

Submit your resume and letter of interest to the Executive Director, Ian Roberts, at ian@camphomitakoda.org. Resumes accepted until the position is filled. No phone calls will be accepted.

Equal Opportunity Employer. Hiring decisions are not made based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, protected veteran status or any other legally protected group status.

The duties listed are to give prospective applicants a better understanding of the position and is not an inclusive list of job tasks and expectations.