

<b>Job Title:</b>	Camp Director – Camp O 'the Hills	<b>Reports To:</b>	Outdoor Program Team Leader
<b>Department/Group:</b>	Outdoor Program/Property	<b>Travel Required:</b>	Up to 50%
<b>Location:</b>	MI – Camp O 'the Hills (Brooklyn) and Jackson Regional Center (Jackson)	<b>Status:</b>	Full-time, exempt
<b>Level/Salary Range:</b>	TBD	<b>Date Posted:</b>	

**To apply please include a cover letter, resume, and employment application. Applications accepted through December 2, 2018:**

<p><b>Subject Line:</b> Camp Director – Camp O'The Hills  <b>E-mail:</b> <a href="mailto:hr@gshom.org">hr@gshom.org</a>  <b>Website:</b> <a href="http://www.gshom.org/en/our-council/careeers.html">http://www.gshom.org/en/our-council/careeers.html</a>  <b>Fax:</b> (269) 492-1439</p>	<p><b>MAIL:</b>  HR Department  Girl Scouts Heart of Michigan  601 W Maple  Kalamazoo, MI 49008</p>
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**Job Description**

**POSITION SUMMARY/OBJECTIVE**

Responsible for the implementation, extension and growth of quality outdoor experiences within the assigned geographic locations to provide campers and volunteers with a safe, comfortable, girl-led environment in which to learn skills that build courage, confidence and character. The Camp O'the Hills Director Also oversees the Day Camp Programming at the Ypsilanti, Kalamazoo, and Wacousta Regional Centers.

**ESSENTIAL FUNCTIONS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Office will be located in the Jackson Regional Center and Camp O' the Hills.
2. Design, deliver, and evaluate outdoor experiences that meet the needs and interests of the camp's target populations and ensure their delivery in a safe and quality manner.
  - Remain current with information on the developmental needs of youth.
  - Work with the council's evaluation team to continually solicit and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the outdoor program and staff.
  - Assist in the development and implementation of crisis and risk management procedures.
  - Design supervise, and implement programs and activities appropriate to the camper population.
3. Assist Outdoor Program/Property Team and Fund Development teams with the financial management and fund development operations to allow for adequate annual funding and to meet long-term goals.
  - Help develop and monitor budget for the camp operations, ensuring that budget targets are met.
  - Actively support, develop and participate in long-term fund raising strategies for the camp program and facilities.
4. Collaborating with the Communications Department and Research and Development department, help design and implement a marketing plan to increase year-round camper attendance and camp usage.

- Develop and implement guest recruitment and retention strategies.
  - Prepare and analyze enrollment trends.
5. Implement human resource management practices in collaboration with Human Resources Department to recruit and retain seasonal staff.
    - Recruit staff based on camper enrollment, program management requirements, and budget.
    - Hire, train, supervise, and evaluate full time and seasonal camp staff.
  6. Partner with Camp Property Ranger to ensure the camp property is safe and well-maintained and help identify future property needs.
    - Perform maintenance tasks as necessary to ensure outstanding customer experiences.
    - Actively assist in the planning, execution, and budgeting of camp maintenance projects in close partnership with camp maintenance team.
  7. Support the Council's membership goal by marketing to non-Girl Scouts, increasing participation in the camp participation pathway. Will create innovative programs and trainings to increase existing Girl Scout member retention.
  8. Hire, Train, Supervise, and Evaluate seasonal Day Camp Directors and ensure that they maintain quality programming at their assigned locations.
  9. Oversee the daily operation of the summer camping including food service, program, business, camper and staff supervision, and health care.
    - Oversee the management of the food service area through supervision of Camp Cook and review of food service program.
    - Secure sufficient coverage in health care staff and their implementation of the health care plan.
    - Develop and oversee the business management functions of the camp including financial record keeping, office operations, camp store, etc.
    - Oversee the systematic approach to database management for campers, families, alumni, and donors.
    - Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.
    - Opportunity to live on site during summer season
  10. Ensure that standards are being met to maintain state licensing and American Camp Association accreditation.
  11. Occasionally lift and/or move up to 50 pounds.
  12. Willing to become a member of Girl Scouts of the USA annually.
  13. Physical ability to move about the camp property in various environmental conditions.
  14. Serve as a positive example for girls and adults by modeling reliability, respect for others, inclusiveness and a positive attitude.
  15. Other duties as assigned.

**COMPETENCIES**

- Customer Focus
- Leadership in Building and Maintaining Effective Teams
- Interpersonal Communication Skills
- Flexibility
- Professionalism

- Technical Capacity
- Organization Skills

#### **TRAVEL**

This position requires up to 50% travel. Must have own transportation, valid driver's license with a good record. Chauffer's license preferred or be willing to obtain it. The ability to travel council wide. Frequent travel within the council to various meeting locations with staff and volunteers and work fundraising events. Travel is primarily during the business day and evening hours. Overnight travel is expected.

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree or equivalent experience in education, family and children services, outdoor education, non-profit management, parks and recreation, or natural resource management
- Knowledge of Girl Scout program highly desired
- Prior camp management experience preferred
- Experience with creating programs, budgets and timelines
- Demonstrated ability to work with a team to organize and oversee work assignments and create and carry out multi-faceted plans.

#### **WORK SCHEDULE**

- This is a full-time position and will work up to 40 hours per week. May work over scheduled hours depending upon need.
- Most work hours will be Wednesday through Sunday from September to May.
- Will work on site at Camp O' the Hills from June to September.
- Will work a variable schedule each week depending upon need.
- Position requires candidates to work many evenings and weekends.

#### **WORK ENVIRONMENT**

Operates in a professional office environment and at camp. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and a point of sale system. Ability and willingness to work in various activity areas within camp (archery, climbing wall, waterfront, horses, etc.) in all types of weather from rain, snow, extreme heat and cold.

#### **SUPERVISORY RESPONSIBILITY**

This position is responsible to hire and manage all seasonal staff needed for Camp O 'the Hills as well as day camp directors for Kalamazoo, Ypsilanti, and Wacousta.

#### **BENEFITS**

- Medical, Dental, Vision
- Employer Paid Life and Disability
- Voluntary Life
- Flexible Spending Account
- 403(b)
- Employee Assistance Program
- Vacation, Sick, Personal and Holiday Pay

#### **EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT**

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual

orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_