



Job Description

Position Title: On-Site Summer Camp Director
Department: Summer Camps
Reports To: Dean and VP of Academic and Student Affairs
Position Detail: Full Time, Seasonal

Position Summary:

Manage all operations of the Burlington College summer camp program. Camp Director will live on the Burlington College campus July 2 – August 17.

Essential Duties and Responsibilities:

- Develop comprehensive program plans and camp goals in coordination with Burlington College faculty, to include games, crafts, field trips, special events and academic programming
- Lead the overall direction of camp operations with attention to safety and quality
- Ensure the curriculum is effectively delivered
- Provide an atmosphere for good morale, and positive well-being among the camp family
- Prepare and conduct pre-camp training for counselors
- In collaboration with the College Safety Committee, define and monitor crisis management plan and emergency procedures
- Assure that equipment and facilities are safely and properly maintained
- Organize and/or approve off-campus trips
- Be available to answer questions from families and campers, and assist with registration as needed
- Meet, greet and bid farewell to campers and families
- Effectively manage, supervise, train and evaluate camp staff
- Assign staff and campers to groups and residences
- Ensure adherence to programming and scheduling
- Develop meal program, and ensure proper distribution
- Prepare an end-of-season evaluation, including a summary of staff and camper experiences, with recommendations for future seasons
- Develop a system of record keeping for all camp resources, activities, special events
- Other duties as assigned

Qualifications and Requirements:

- BA degree
- Current Lifeguard, First Aid and CPR Certifications required

- At least one season of camp administrative experience (head counselor, director, assistant director)
- Demonstrated leadership skills
- Demonstrated ability to plan, organize, and carry out programming
- Enthusiastic, positive, energetic and strong sense of humor
- Ability to maintain appropriate boundaries with co-workers and camp participants
- Demonstrated ability to work effectively in a cooperative, team-oriented atmosphere
- This position is contingent on the successful completion of a background and fingerprint check