

**Camp Wyandot Day Camp
Camp Director
Position Description**

*You* ***must be available*** *June 5, 2016 through August 15, 2016 for staff training, camp duration, and wrap-up. You must also have limited availability in April and May for meetings, planning, and preparation.*

***Resumes and Cover Letters must be received by February 29, 2016; no phone calls please*.**

**To apply,** please send your resume and cover letter to Connie Coutellier, Acting Executive Director – connie@campwyandot.org

**Position:**  Camp Wyandot Day Camp Director

**Position Location:** Columbus, Ohio

**Camp Wyandot, Inc. Location:** 1890 Northwest Blvd, Suite 130, Columbus, OH 43212

**Minimum Qualifications:** High School Diploma, 21 years of age or older at the start of camp season, 2 years Program Administration, Customer Service experience, ability to lift 25 pounds, 4-5 years experience working with children.

**Preferred Qualifications:** 4 year College Degree

**Essential Position Functions:** Must have minimum of 2 years supervisory experience, must have knowledge of best practices in field of education and/or day camp, must have good written and verbal communication skills, and must be able to manage multiple projects.

**KEY AREAS OF RESPONSIBILITY**

**Program Administration**

* Respond to requests for program information in timely manner (phone and e-mail);
* Maintain individual camper and staff files and consolidate at end of each camp session;
* Work closely with Program Coordinator to reconcile weekly payment of program participants;
* Facilitate Communications between families and Camp Wyandot, Inc.

**Statistical/Financial**

* Receipt in money for Camp Wyandot, maintain cash/checks in a secure place and deliver to Camp Wyandot office on weekly basis;
* Reconcile cash/checks with Program Coordinator upon delivery;
* Complete weekly status reports for program attendance;
* Compile program report at end of season;
* Prepare requested reports for Program Coordinator

**Program Coordination**

* Operate Program in full compliance with Camp Wyandot, Inc. standards;
* Ensure on-site filing/storage of Parent Consent Forms and Health Forms;
* Utilize Camp Wyandot curriculum and augment with other age appropriate best practices when appropriate.

**Human Resources**

* Supervise, monitor and evaluate staff in a proactive manner, evaluating performance on an ongoing basis;
* Provide Staff Manual for all staff/volunteers and update as needed;
* Conduct/coordinate staff/volunteer orientations and training;
* Must be able to mediate issues between campers, parents, and staff.

**General Responsibilities**

* Identify opportunities for donations and/or in-kind gifts;
* Coordinate and/or assist with special projects as assigned;
* Keep site location area neat and clean, including sweeping and trash removal according to campsite guidelines;
* Assist with other duties as assigned;
* Meet with Executive Director and Program Coordinator on a periodic basis to discuss issues, make recommendations, and provide program status information.