

LAKE ARBOR FOUNDATION, INC. - CAMP INSPIRATION  
CAMP DIRECTOR POSITION DESCRIPTION

The incumbent will serve as the Camp Director responsible for planning, coordinating, and overseeing the overall camp program and approves all daily camp activities as approved by the LAFI Designated Team. The incumbent is responsible for communicating with parents, guardians and other camp staff during and after camp hours of operation. The Camp Director is responsible for the care, safety, protection and supervision of the camp environments, staff, and participants. The planning, preparation and organization of daily activities and site (set-up / clean-up) as well as all administrative duties of camp is a requirement of the Camp Director. The summer enrichment program, Camp Inspiration, will be held June 17 - August 9, 2024, Monday-Friday, for children, ages 6 - 12. Camp Director serves under the administrative supervision of the designated LAFI Representative.

DUTIES AND RESPONSIBILITIES:

- ◆ Pre-Camp Activities:
  - Attends the Maryland State youth camp training session. Assists with registrations/sets up parent gatherings/participates in training at designated times, including Saturday mornings, (9:00 am - 12 noon) between May and camp opening.
  - Participates, actively in the recruiting and hiring process for camp staff, coordinating with Camp HR Officer.
  - Prepares the camp budget to accommodate staff salaries, supplies, equipment, materials and field trips and other related items.
  - Ensures, prior to camp opening, that the Health Supervisor establishes a procedure for handling all difficulties related to health, behavior, and other problems. Ensures staff is trained on the procedure.
- ◆ Oversees the development of the program, plans and implements all camp activities including biweekly field trips and special activities and/or assignments.
- ◆ Works closely, cooperatively, and amicably with all staff members.
- ◆ Organizes and coordinates the camp staff weekly schedules (days off, hours worked, etc.)
- ◆ Administers and/or schedules trainings as well as regular group meetings with staff. Administers Fire Drills.
- ◆ Produces forms, letters and pertinent documents needed for the implementation of the camp.
- ◆ Ensures that timecard and required payment documentation is prepared and signed by submitter, is accurate and submitted according to payroll schedule.
- ◆ Handles questions, problems, and concerns of parents/guardians before and during camp.
- ◆ Observes the peer culture to see if there are any problems and implements solutions as necessary.
- ◆ Monitors and ensures appropriate participant behavior and adherence to camp rules and regulations.

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- ◆ Arranges and assigns field trip groups to staff (1:10 ratio). Ensures camp is leaving and returning on-time from field trips.
- ◆ Assesses the overall program to see if there are any changes that need to be made for optimum functioning. Makes recommendations to designated LAFI Designated Representatives.
- ◆ Oversees and ensures the timely completion by camp staff of all documents (fingerprinting, background clearances, certifications, etc.) for submission to the Camp HR Officer.
- ◆ Seeks advice and/ or assistance from the LAFI Designated Representatives when needed
- ◆ Always ensures appropriate work ethic.
- ◆ Performs other assignments as from time to time may be assigned.

WORK SCHEDULE:

During camp operation, Monday through Friday, 8:30am - 4:30pm NTE to exceed 40 hours per week.

QUALIFICATIONS:

- ◆ Must be at least 21 years old.
- ◆ At least a Bachelor's degree or higher
- ◆ Certification or teaching licensure in the State of Maryland.
- ◆ Minimum of three years teaching experience.
- ◆ Minimum of two summers working in a camp or day care setting.
- ◆ Experience in planning programs
- ◆ Knowledge of the Maryland Department of Health Youth Camps Programs regulations, policies, rules, guidelines as well as general practices and procedures followed in the Lake Arbor Foundation, Inc. (LAFI) .
- ◆ Possesses excellent leadership, management, and organizational skills.
- ◆ Demonstrates a desire, commitment, and ability to work with children and to work collaboratively with others.
- ◆ Demonstrates strong communication, interpersonal, and time management skills.
- ◆ Exhibits upbeat, engaging personality.
- ◆ Demonstrates comfort and confident knowledge with technology.

CONDITIONS OF EMPLOYMENT:

- ◆ Federal/State Background Check
- ◆ State Child Protective Service Clearance
- ◆ Documented age-appropriate COVID-19 vaccination and required booster(s)
- ◆ First Aid/CPR Certification before first day of camp.