



Seasonal Camp Director Job Description

About us

Camp Fire Georgia is a youth development organization that has been engaging youth through our summer camps, after school programs, teen leadership opportunities, and community events since 1923.

Helping young people become who they want to be takes time and encouragement. It takes paying attention to what sparks a passion. At Camp Fire, that's what we do. We help youth discover the exceptional people they are, now!

Our work environment includes:

- Room and Board Provided
- On-the-job training
- Casual work attire
- Lively atmosphere

Salary: From \$1,300 per week; plus Room and Board

Duration: March to early August

Work Location: In person (92 Camp Toccoa Dr. Toccoa, GA 30577)

Position Description:

We are seeking a dynamic and enthusiastic Seasonal Camp Director to lead and manage our upcoming summer camp program. The ideal candidate will be a passionate individual with proven leadership skills, exceptional organizational abilities, and a deep commitment to creating a positive and memorable experience for campers. As the Seasonal Camp Director, you will be responsible for overseeing all aspects of camp operations, ensuring the safety and well-being of campers, hiring and managing the seasonal summer staff, and creating a fun and enriching environment for staff and campers alike.

Responsible to: Board of Directors

Qualifications:

- Must be 30 years of age or older
- Bachelor's degree in a related field (education, recreation, or equivalent experience).
- Previous experience in camp administration, leadership, or a related field.
- Knowledge of American Camp Association Standards

- Strong organizational, communication, and interpersonal skills.
- First Aid and CPR certification (or willingness to obtain).
 - Optional training includes Climbing Tower, Lifeguarding, Wilderness First Aid
- Ability to work flexible hours, including evenings and weekends.
- Passion for working with children and creating a positive and inclusive camp environment.
- Dependable: this is a commitment from March until early August.
- Ability to work collaboratively toward goals established by the Board of Directors.
- Ability to work outdoors and maintain a safe environment for staff and campers.
- Ability to supervise, give direction, problem-solve, give corrections, and terminate staff, if warranted. Also, understands when to ask for assistance.

General Responsibilities: To manage all summer camp operations for Camp Fire Georgia's Camp Toccoa (Traditional Overnight) and Camp Owanake (Day Camp), beginning in March and concluding in August, in conjunction with the designated representatives of the Board of Directors.

Specific Responsibilities:

- Camp Program Management:
 - Develop and implement a diverse and engaging camp program that aligns with the camp's mission and values.
 - Coordinate and schedule daily activities and special events
 - Oversee the planning and execution of camper registration, orientation, and departure procedures.
 - Work with Board liaison to complete required documentation for ACA
- Staff Leadership and Management:
 - Recruit, train, and supervise 15-25 camp staff, including counselors, activity specialists, and support personnel.
 - Foster a positive and collaborative work environment, providing support and guidance to staff members.
 - Conduct regular staff meetings to communicate expectations, address concerns, and ensure effective communication.
- Camper Safety and Well-being:
 - Implement and enforce safety protocols and procedures to ensure the well-being of all campers and staff.
 - Respond promptly and effectively to any emergencies or incidents that may arise.
 - Foster a culture of inclusivity and respect, promoting a positive and supportive community for campers.
 - Communicate and coordinate with Board liaison regarding facilities maintenance needs
- Parent and Community Engagement:
 - Communicate regularly with parents/guardians, providing updates on camp activities and addressing any concerns.

- Collaborate with community partners and stakeholders to enhance the camp experience and build positive relationships.

Other information:

The Summer 2024 Schedule is as follows:

- **Leadership Training: May 29th-31st**
- **Staff Training: June 2nd-8th**
- **Session 1: June 9th-15th**
- **Session 2: June 16th-22nd**
- **Session 3: June 23rd-29th**
- **[break – no session June 30-July 6]**
- **Session 4: July 7th-13th**
- **Session 5: July 14th-20th**
- **Session 6: July 21st-27nd**

To apply, please email a resume, cover letter, and three professional references to employment@campfirega.org. Please feel free to email any questions as well.