



Job Description - Summer Camp Director
Breakwater Enrichment Center

Job Title: Summer Camp Director

Position Summary: Summer Camp at Breakwater is an extension of our Enrichment Program offerings. Position reports to the Director of Aftercare and Enrichment.

Breakwater Summer Camp is intended to deliver a variety of options for students of Breakwater and the wider community in the areas of Science, Athletics and Creative Arts. The Summer Camp Director owns the primary responsibility for conceptualizing, developing and delivering all aspects of the 8 week summer camp. Director will collaborate with existing enrichment and arts staff of breakwater to plan the year and Breakwater administrative staff to ensure effective coordination of space utilization, production of marketing materials, ensure sufficient enrollments and payments from families, Human Resources and Finance coordination, training and overall operation of the camp.

FLSA Status: Salaried, exempt.

Breakwater Employment Status: Year round. Part time as needed to ensure camp success September to mid-June. Full time for at least 9 weeks, 8 weeks of which are summer camp sessions.

Position requires full time active summertime attention to all details of camp. During the weeks that camp is not in session, Director will work as required to meet deadlines for planning and organizing the camp year to come. This may require extensive work during some weeks of the year that are not directly camp weeks.

Minimum Qualifications:

- Bachelor's Degree required
- 3-5 years directly related professional experience required
- Satisfactory completion of Department of Education Criminal History Record Check required.
- Must have a sufficiently clean background check determination through Child Protective Services Case Records Search and the State Bureau of Investigation in addition to positive supervisory reference checks.
- Clean Driving Record preferred.

Reports To: Director of Aftercare and Enrichment

Supervisory Responsibilities: All Summer Camp teaching staff, Counselors, Counselors in Training, including possibly additional bus driving staff

Essential Position Responsibilities:

- Conceptualize and develop realistic yet creative camp options and keep leadership apprised and informed.
- Recruit, hire, train and supervise all teachers and CITs: recruit, interview, negotiate and finalize contract, ensure pay schedule and all hiring paperwork and training completed.
- Ensure appropriate number of staff members have been trained in CPR/First Aid and Blooborne Pathogens and that such employees are accessible when needed by all staff during the camp day.
- Respond to inquiries about camp including special needs requests.
- Ensure first aid kits and stations are accessible by all camps and staff.
- Support the maintenance of enrollment management systems, maintain e-mail lists and coordinate with the Director of Aftercare and Enrichment Director, front office and finance departments ensuring enrollment information remains timely and accurate.
- Each session maintain active and up-to-date registrant listings for all staff
- Ensure campus and camper safety throughout employees' and campers' experiences.
- Respond to emergency or medical needs and be the point of contact for families in cases of medical emergency or critical incidents.
- Ensure profitability of camp. Monitor and discover interest areas of targeted audiences to offer appropriate and marketable offerings. Monitor enrollments in registration period and beyond. Utilize, update and share with leadership the projected profitability of camp.
- Develop budget prior to start of camp with assistance from Finance Director and Aftercare and Enrichment Director.
- Plan camp offerings and pricing with Administrative Team in the fall prior to camp the following summer.
- Collaborate on the content and design of camp marketing materials.
- Oversee expenses, purchases and reimbursements and coordinate such with finance staff.
- Coordinate with Finance staff regarding payments for all camp session and aftercare.
- Collaborate with Director of Aftercare and Enrichment, Head of School, communications/marketing, Human Resources and Finance to ensure camp and organizational needs are met.
- Represent program at camp fairs. Ensure marketing materials are prepared in a timely way for such events.
- Oversee or complete all camp correspondence.
- Work with Director of Enrichment and Aftercare to ensure scholarship and financial aid processes are transparent, documented, fair, tracked, monitored, and conveyed to families and our Finance Department.
- Organize master schedule and locations of all camps and teaching schedules.
- Ensure sufficient transportation to all camp offerings and events which are off school campus.

Non-Essential Position Responsibilities:

- Ability to drive campers to and from events in the wider community as needed.
- Support student hikes and trips to areas such as the beach or community events.
- Escort students between buildings as required for transitions between classes or all-school events.
- Monitor playground/recess time with students and assist with student lunch and snack periods.

Key Competencies:

- self-motivation
- high energy level
- verbal and written communication skills
- attention to detail
- high work standards
- problem solving
- decision making
- organizing and planning
- learning orientation
- critical thinking
- stress management
- flexibility
- adaptability
- initiative

Philosophical Orientation: Breakwater's mission is to engage our students in an optimal learning experience that inspires them to live well on the planet, embrace their whole being, and realize their full potential. We accomplish this by continually reviewing and applying best educational practice while remaining true to our community's values and spirit. The Summer Director is expected to promote the Breakwater Way in the Summer at Breakwater program through thoughtful CIT / Teacher trainings, and instilling the Breakwater culture within the summer community.

Director is to encourage all camp staff to encourage children to:

- Develop their intellects and explore their imaginations
- Ask questions as well as seek solutions
- Encourage observation and investigation skills
- Speak individually, yet work collaboratively
- Investigate the ways in which they work the best
- Take intellectual and personal risks in a safe environment
- Act as responsible citizens in our community and in the world
- Value diversity and practice tolerance
- Embrace joy and wonder
- Enjoy their time and space with peers and staff
- Aspire to be lifelong learners

Physical Requirements: Requires mobility sufficient to work in all buildings and all grounds of the campus. Must have ability to use computers and telephones, lift and carry supplies including boxes up to 20 lbs. and be able to access all buildings and sections of our campus. Mobility to work outdoors including visual and auditory abilities sufficient to monitor childrens' behavior and vocalizations from a distance of up to 50 feet.