



## Position Description Camp Director – Camp Morty

Westchester Parks Foundation invests in, advocates for, and enhances the over 50 parks of the Westchester County Parks system. Since 2006, Westchester Parks Foundation has operated the Camp Morty sleep-away camp, first at the Trail Lodge in Blue Mountain Reservation in Peekskill and at its permanent home, Sal J. Prezioso Mountain Lakes Park in North Salem. The camp is solely dedicated to taking kids that come from homeless shelters, the foster care system, and/or on public assistance, and giving them a traditional summer camp experience.

The Director of Camp Morty is responsible for the oversight and successful execution of all Camp operational activities for Camp Morty and teen camp Merriwood. This is a full time, year-round position.

### Year-Round Responsibilities

- Responsible for off-season strategic planning of the camp and goal-setting in coordination with Executive Director and Deputy Executive Director.
- Together with staff, responsible for the identification and pursuit of fundraising opportunities to support Camp Morty in both general operations and program/supply needs and year round programming.
- Through the day-to-day involvement with other WPF departments, identify promotional opportunities to highlight Camp Morty across WPF's other mission-related activities.
- Partner with other WPF senior staff and board members to advocate for the continuation of the program year-to-year.
- Build awareness of Camp Morty with key contacts within Westchester County.
- Lead the hiring team to review applications and interview qualified candidates for camp positions. Conduct reference verifications for all staff in compliance with NYS Child Safety Act.
- Oversee camp operations in compliance with Westchester County Department of Health regulations and maintain records for all partner agencies.
- Orders supplies, equipment and materials necessary for camp programs.
- Effectively manage the Camp budget within approved allocations and draft proposed budget for upcoming seasons.
- Work with the Associate Director planning the "Morty on the Move" program, WPF's off-season engagement of camp community.
- Develop and support a Camp Morty "alumni" group with year-round contact to build camp culture into the future.
- Work closely with PRC staff on-site at Mountain Lakes to identify areas of improvement needed prior to the start of the camp season. Open and close the season with a walk-through of the facilities.
- Other duties, as assigned, in assisting with WPF programs and initiatives. Willingness to be an active participant as a member of WPF's diverse team of staff and programs.

## Summer Responsibilities

- Responsible for the strategy and implementation of a plan to fully enroll the six weeks of camp sessions. Continual monitoring and adjustment, reporting to Executive Director and Deputy Executive Director as to projections on applications, enrollment and placement numbers for each session on both Camp Morty and teen program Merriwood.
- Live on-site at Sal J. Prezioso Mountain Lakes Park for the duration of the camp season, approximately mid-June through 3<sup>rd</sup> week of August.
- Prepare and coordinate a daily/weekly program for the campers, which may include, but is not limited to, nature-related studies, sports and other recreational activities.
- Hire, train, and supervise camp senior management staff to ensure that camp is effectively and efficiently run and assign responsibilities as appropriate including key staff of on site Kitchen Manager to run all kitchen operations for daily camper and staff meals, Nurse, Social Worker, and Enrollment Coordinator.
- Lead camp senior administration team for leadership, training, planning and scheduling of all camp functions.
- Ensure summer staff is trained and are confident and equipped to support campers.
- Ensure staffing assignments are complete for any and all camp programs.
- Ensure all staff members adhere to the camp policies and procedures.
- Delegate or execute the timely delivery of all necessary reports to the appropriate parties, including but not limited to incident reports, bus lists, enrolled camper lists, payroll reports, and others as needed.
- Lead the implementation of the camp behavior management plan.
- Ensure the health and safety of all campers in/out of camp wide programming and activities.
- Work with the camp senior administration team in the event of a camp emergency.
- Ensure that the Camp Waterfront and Camp Ropes Course are safe, materials are kept in an orderly manner, and that each area is adhering to NY State Health Code for Summer Camps.

## QUALIFICATIONS

- Education
  - Bachelor's degree required
- Professional Experience
  - At least 5 years' experience at a camp or educational program, and 2-3 years in a Director, Assistant Director, or similar leadership position.
  - Knowledge of the principles and practices of a residential camp setting; ability to plan, organize, evaluate and supervise recreational programs.
  - Experience with challenging youth populations a requirement.
- Organizational Skills
  - Impeccable verbal/written communication skills.
  - Comfort in speaking with contacts of all levels.
  - Ability to handle a variety of responsibilities simultaneously and complete assignments in an efficient, accurate and timely manner.
  - Comfort in working in a small-team, consensus driven environment.
- Personal Qualities

- Positive, professional and accommodating attitude, across both the camp program and all programs of Westchester Parks Foundation.
  - Ability to deal effectively with camp staff and campers.
  - High level of integrity in dealing with confidential and sensitive information.
  - Ability to present well and interact with all levels of staff and board members.
- Ability to occasionally work flexible hours, including some evening and weekend requirements and represent Westchester Parks Foundation at local area events in the off-season of camp.

## **COMPENSATION**

Commensurate with experience, including medical, dental, vision benefits and 403(b) plan. Three weeks' annual paid vacation after six (6) months and eligible for compensatory time. Position is full time (40 hours/week), with on-site living requirement during camp season. Year-round housing is available. Subject to annual review and evaluation by the Executive Director and Executive Committee of the Board of Trustees. Probationary period of not less than three (3) months and ending after no more than six (6) months upon successful completion.

To apply, send cover letter, resume, and three (3) professional references to Christine La Porta, Deputy Executive Director at [christine@thewpf.org](mailto:christine@thewpf.org). References will not be contacted without prior approval. No phone calls or office visits, please.