



# WESTWIND

## *Job Description*

Job Title: **Camp Director**

Classification: **Salary, full-time, exempt**

Start Date: **Open until filled - September 1st desired**

Compensation: **\$55,000 plus benefits**

Reports to: **Program Director**

Direct Reports: **Seasonal staff**

Location: **Portland office and on-site at Westwind in Otis, Oregon**

### Position Purpose

The Camp Director ensures exceptional, mission-aligned programming for all campers, families, staff, and visitors who experience Westwind through its programs. The Camp Director furthers Westwind's mission through the planning and delivery of camp programs and staff training and plays a critical role in creating a welcoming, safe, and high-quality environment for campers and families at Westwind.

### Essential Job Functions:

1. Design, deliver, and evaluate camp programs that meet the needs and interests of the camp's target populations and ensure their delivery in a safe and quality manner.
  - Remain current with information on the developmental needs of youth.
  - Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
  - Develop and implement crisis and risk management procedures.
  - Design and ensure delivery of programs and activities appropriate to the camper population.
2. Oversee the financial management to allow for adequate annual funding and to meet long-term goals.
  - Develop and monitor the budget for the camp operations.
  - Ensure responsible use of funds and adjust spending when necessary.
3. Implement human resource management practices to recruit and retain seasonal and year-round staff.
  - Recruit staff based on camper enrollment and program management requirements.
  - Hire, train, supervise, and evaluate seasonal and temporary staff.
  - Correspond with all program hires and coordinate onboarding and pre-summer training with the seasonal Assistant Camp Director
  - Facilitate pre-summer community building and collaborate on pre-summer staff communications and preparations

- Provide staff with focused trainings to prepare them for their respective roles, both pre-summer and throughout the summer
  - Support summer staff with team building, conflict resolution, and behavior management, and coordinate staff evaluations and feedback
  - Recruit and train program volunteers, such as Family Camp babysitters, providing pre-event orientations virtually and in person.
  - Create records and documentation for training, facilitation, and programs.
4. Oversee the daily operation of the summer resident camp and seasonal programming, including food service, programming, business, camper and staff supervision, and health care.
    - Ensure the success of the food service area through collaboration with the Kitchen Manager and review of the food service program.
    - Secure sufficient coverage in medical volunteers and their implementation of the health care plan.
  5. Develop and oversee the business management functions of the camp, including financial record keeping, office operations, camp store, etc.
    - Oversee the systematic approach to database management for campers and families.
    - Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.
    - Address parent/guardian questions and concerns in a timely manner, utilizing all forms of communication.
    - Correspond and collaborate with the Operations Director and Site Manager on property needs and concerns.
    - Help coordinate and support the registration and lottery process for all programs, primarily the summer camp program; collaborate with the Program Director to manage all public communications and registration timeline for all programs.
  6. Perform other duties as assigned.

### Qualifications

- Minimum 3 years supervisory experience and leading groups
- Experience working in summer camps or similar outdoor education settings
- Comfort with multi-tasking and making decisions in a leadership position
- Experience with problem-solving in a fast-paced working environment
- Appropriately enthusiastic, responsible, dependable, consistent, level-headed, organized, and flexible in work-related situations
- Ability to guard the health and well-being of campers and staff at all times
- Strong customer service orientation, excellent communication, written, public speaking, and interpersonal communications skills
- Ability to practice self care and maintain a sense of humor
- Experience with budgeting, creating schedules, running meetings, and delivering feedback
- Strong computer skills, including Google Drive, Google Sheets or Microsoft Excel, Google Docs or Microsoft Word
- Must be First Aid/CPR certified, lifeguard certification preferred but not required

### Physical Aspects of the Job

- Ability to lift and carry 30-50 pounds
- Visual ability to identify and respond to environmental hazards
- Physical ability to operate basic maintenance and site equipment
- Physical mobility and endurance to respond to emergencies or programs that may require hiking or traveling distances up to 1+ miles on trails or in wilderness areas
- Capable of sustaining energy for participation in a full day's worth of activities and multiple days in a row during peak summer camp season.