

Camp Caspar Gregory, Inc.

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P.O. Box 322
Aurora, N.Y. 13026

JOB DESCRIPTION - CAMP DIRECTOR

Minimum Qualifications:

- At least 25 years old OR hold a Bachelor's Degree
- Have extensive experience with children/young adults.
- Demonstrate leadership ability, supervisory capabilities, and organizational skills.
- Be physically fit.
- Be familiar with Camp Gregory history, philosophy, facilities and guidelines.
- Will adhere to and implement/enforce the staff guidelines.
- Reside on-site for all weeks of camp & training session.
- Devote time before camp opens to plan for camp and communicate with staff & program committee.

Responsible to:

Camp Gregory Camping Committee chairperson or designated liaison

General Responsibility:

Coordinate and supervise all components of the summer camping program.

Specific Responsibilities:

- Together with the camping committee and assistant director: Recruit, select, and train counseling staff prior to the camping season .
- Develop and implement the camping program in cooperation with the assistant director as outlined by the Camping Program Committee.
- Be leader/supervisor for all staff, as outlined in the Chain of Command, during the camping program and staff training session.
- Be familiar with Camp Gregory Health and Safety Procedures, Medical Program, and Waterfront Program.
- Maintain a high state of morale, safety, and well-being of campers and staff in accordance with the camp's philosophy and guidelines.
- Develop a feeling of cooperation and support among all staff.
- In cooperation with the assistant director develop/post/implement daily schedule in order to know whereabouts of all campers and staff.
- Discipline campers and counselors when necessary.
- Plan with the cook the schedule for meals and snacks, and purchasing of food. Consult with the cook about any changes or requests expected for each meal.
- Serve as Camp Gregory's representative to parents and the general public in a positive way.
- Coordinate with the representative of the Camp Gregory Corporation regarding the facility maintenance and up-keep.
- Complete a written evaluation of all staff and of the camping program for each of the weeks of camp to present to the camp committee at the end of the camping season.
- Report all Cayuga County Health Department inspections to President of the Corporation or to the representative of the Camping Program Committee.
- Organize, supervise, and assist with end of season clean up.

Please include a description of relevant course work and a resume with your application