

## **Camp Director - SEASONAL**

**POSITION TITLE:** Camp Director  
**REPORTS TO:** Director of On Farm Programs  
**DEPARTMENT:** On Farm Program Initiative  
**POSITION STATUS:** Seasonal; Session Rate

### **COMPENSATION:**

Session Rate - \$660/week; \$15/hourly for non-session hours  
Room & Board included (when overnight camp is in session)  
Start Date: June 13, 2022; End Date: August 5, 2022

**JOB SUMMARY:** Angelic Organics Learning Center and Farm serve as an unique and enriching living classroom for campers, where our primary program spaces include farm, livestock and natural areas. Our programs are experiential, and strive to engage mind, body and heart in the life of the farm. Summer camp programs may incorporate work projects, team building, arts and crafts, nutrition and cooking, and workshops on gardening and livestock care. We seek to honor the knowledge and experience of all of our program participants, and to encourage personal reflection and positive actions.

The Camp Director facilitates operation and program delivery for camps. The Camp Director shares supervision of the summer team of counselors with the Program Director, prepares for and supports daily camp activities, and oversees camper behavior management. The Camp Director is responsible for distribution of camper medications, administering first aid or seeking advanced care when needed, daily check in with visiting nurse, and detailed record keeping. The Camp Director is responsible for parent communication related to camper illness, injury or behavior issues, and maintains appropriate documentation at all times. The Camp Director leads morning livestock chores and orients camp counselors and campers to daily activities.

### **REASONABLE ACCOMMODATIONS**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **AGE REQUIREMENT**

A minimum of 25 years of age is desired, as required by the American Camp Association.

### **ESSENTIAL JOB FUNCTIONS**

- Co-supervision of the summer camp team of On Farm Educators and Summer Camp Counselors.
- Help develop weekly camp schedules (activities, free play, farm work projects, farm chores and games), and distribution schedules and task lists.
- Orient Camp Team to daily work projects and farm conditions; troubleshoot logistical issues that arise on the day of the program.
- Lead camper orientation, daily announcements, and evening campfire programs.

- Ensure all camp policies are followed and set a positive tone for camp week.
- Oversee camper health and safety plan including coordinating with the visiting camp nurse on camper health and wellness, distributing camper medication and first aid as needed, filing student behavior plans, and enacting emergency procedures.
- Work cooperatively with On Farm Educators and Camp Counselors to prepare, implement and evaluate programs.
- Assist with preparation, clean-up and proper inventory of materials, tools and program spaces as needed.
- Attend training as needed for Camp Director, food service and CPR/ First Aid.
- Other duties as assigned.

**EDUCATION and EXPERIENCE** an equivalent combination of education, training and experience will be considered.

- 2-4 years professional camp experience or in a related position.
- Working knowledge and experience within the following areas: Biodynamic and/or organic farming practices, livestock care, farm ecology, organic and conventional food systems, nutrition, and other skills for sustainability.

**REQUIRED LICENSING/CERTIFICATION** Training will be provided, if needed.

- Valid CPR/ First Aid Certificate
- State of Illinois Food Service Safety Certificate.
- Driver's license
- Mandated Reporter Training for the State of Illinois

**COMPETENCIES:**

- Strong written and oral communication skills, including ability to facilitate cross-cultural experiences and age-appropriate activities.
- Highly organized with good communications skills.
- Bi-lingual candidates (English & Spanish) are encouraged.
- Basic computer skills

**BEHAVIORAL CHARACTERISTICS:**

- Adaptability, creativity, and independence.
- Willing to participate in hands-on, outdoor, sometimes messy activities in all types of weather
- Positively represent the organization to employees, partners and participants

**CONFIDENTIALITY:** Maintains confidentiality around the following:

- Information about the organization as a whole, partners or supporters.
- Employment and personnel issues with supervisees such as disciplinary actions or personal information.
- Participant personal and financial information

**ACKNOWLEDGEMENT**

I have read and reviewed this job description with my Supervisor and I understand the expectations for the position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date