



Campus Director Job Description

Overview of the Position

Campus Directors are responsible for helping to further the mission of camp through the supervision of a campus in all aspects of the camp experience, focusing on program implementation, site and facility management, liaising with camp and site principles, managing Staff, logistics mitigation, and coordinating with special operations. Applicants must have significant experience in a leadership role, proficient oral and written communication skills, experience working in a tall, tiered organizational structure, and advanced skills using cloud-based management and workspace software.

Campus Directors are the liaison between a specific campus and the Camps 'R' Us administrative office. The Campus Directors assist the Managing Director, Human Resources Director, Director of Operations, and the Creative Director in evaluating Camper, Family, and Staff needs.

Pre-Season General Responsibilities

- Proficient in Camps 'R' Us Policies and Procedures
- Knowledge of the job requirements and responsibilities of all Campus Staff
- Open Houses
 - Share monthly availability with Director of Operations
 - Keep open house materials ready and request additional materials as needed
 - Lead all open houses throughout the pre-season
 - Recruit 1-2 additional Staff Members to assist at open houses
 - Familiarize yourself with all camp programming and events
- Attend and participate in all pre-season leadership meetings
- Communicate regularly (socials, text, etc.) with veteran and pending Staff
- Assist in recruiting new Staff and promoting retention among veteran Staff

- Schedule and conduct Staff interviews. Assist with Associate and Program Director interviews
- Hire and begin the onboarding process for all campus Staff
- Communicate with the Human Resource Director about HR decisions and needs
- BIG Training and Orientation Program (BIGTOP)
 - Attend all required training and orientations programs
 - Facilitate training sessions as assigned
- Campus Orientation Program and Setup
 - Schedule and share orientation and setup dates
 - Perform physical inventory and report any issues to Director of Operations
 - Ensure that camp is set up, decorated, and ready fo opening day

In Season General Responsibilities

- Arrive on campus by 8:15 AM (available by phone/text 7:15 AM to 6 PM)
- Present at arrival and dismissal, and accessible to camp Families
- Conduct a morning check-in with Associate and Program Director
- Ensure Group and Activity morning meetings are being run on a daily basis
- Create a Camper and Staff experience that aligns with our mission and vision
- Ensure that intentional group interactions and program design are aligned with their respective descriptions in the Program Book
- Support and promote meaningful relationships between and among Campers, Families, and Staff
- Be physically present around the campus throughout the day. Avoid long stints in the office unless absolutely necessary
- Communicate with the camp community on a regular basis (email, text, socials, etc.)
- Provide support to Associate Director and Program Director in their respective roles
- Maintain the attendance and payroll for all campus Staff and communicate issues with the Human Resources Director
- Oversee corrective and disciplinary actions as appropriate
- Ensure that the campus remains clean, safe, and free of garbage or debris
- Oversee extended hours, Staff sign ups, and materials (keys, phone, etc.) are ready each day
- Report any issues to an Administrative Director
 - Human Resources Director – Staffing, Payroll, Interpersonal Issues
 - Creative Director – Program Design, Activities, Theme Days
 - Director of Operations – Supplies, Logistics, Scheduling, Vendor Issues

End of Season General Responsibilities

- Prepare and share campus inventory (and loss) with Director of Operations
- Ensure the campus is cleaned, packed, and emptied as of 5 PM the last day of camp
- Share final evaluations and recommendations for all campus Staff
- Drop of all required materials to the main office within one week after camp ends

Campus Director Eligibility

Campus Director candidates must have a Bachelor's Degree; a Master's Degree or higher is preferred. A minimum of 10 years of camp experience including 5 years in a Senior Staff role at Camps 'R' Us is preferred. Additional professional experience will be considered when specific eligibility requirements within the camp experience are not met. Campus Directors must meet the minimum age requirement of the American Camp Association, which is 25 years of age or older.

Technical Requirements of the Job

The Campus Director must be proficient in the following software applications:

- CampMinder
- CampInTouch
- Companion
- Google Cloud
- iSolved (payroll)
- Workplace by Meta
- Workplace Chat

Health Certification Requirements

Campus Directors are required to be certified in American Red Cross Responding to Emergencies First Aid, CPR/AED for Professional Rescuers, and Anaphylaxis response.

Compensation

The salary for a first year Campus Director is \$7,034.56 for the 2023 camp season.

Campus Directors qualify for overtime pay when covering the Senior Staff position during morning and afternoon extended hours, paid at the rate of 1.5 times the normal hourly rate per extended hours session.

Additional Benefits

Children of Campus Directors may attend Camps 'R' Us free of charge.

All Camps 'R' Us approved professional development conferences, certifications, workshops and meetings will be paid for by Camps 'R' Us.

Additional per diem pay is available for Campus Directors who assist with Open Houses, preseason camp events, and training programs. Specific per diem amounts and pay information will be discussed as needed with Camp Administration.