

Co-Director Job Description

SUMMARY

Co-Directors will work in teams of two to lead youth camps for the summer 2024. Co-Directors are responsible for the camp program, camp staff, and the general welfare and happiness of the campers. They will collaborate closely with the Interim Executive Director to coordinate with camp counselors, camp program staff, kitchen, facilities staff, and camper families to ensure smooth camp operations and positive experiences for campers.

RESPONSIBILITIES

Work with other Co-Director(s) to make a camp planning schedule for the year.

Staff

1. Hire and train Camp Staff to put on engaging activities and workshops for campers. A strong staff will bring a variety of skills, activity ideas and/or expertise.
2. Ensure that Camp Staff are sent medical forms, background checks, contracts, and sufficient directives to adequately prepare them for pre-camp planning sessions and camp itself. You will be responsible for checking the applicant's work history and references and keeping a record that you have done so, as part of the background check.
3. Plan and facilitate Pre-Camp and accomplish the following:
 - a. Notify the office as to when you will be arriving, how many people will be attending and when your first meal will be.
 - b. Introductions
 - c. Camp policies
 - d. Program philosophies
 - e. Program plans and detailed schedules
 - f. Assignment of "jobs" (wake-up person, mail person, etc. — the list varies between camps)
 - g. Create the camp calendar - brainstorming for evening activities, chapels, and all-camp events to take place during camp.
 - h. Camper Registration procedures and first day schedule, including camper orientation/first night activity.
 - i. Meet and Greet with Support Staff.
 - j. Outline time off schedule for Camp Staff.
 - k. Brainstorm workshops for camp, coordinate on-going workshop space, staff, and supply needs.
 - l. Set a staff meeting schedule (recommended to meet daily).

- m. Organize team and community building for staff.
- n. Coordinate staff food needs (i.e., any specific diet needs) with kitchen staff and/or support staff liaison to determine when and where meals will happen during pre-camp BEFORE pre-camp.
- o. Clean pre-camp area and follow camp changeover guidelines.

Summer Staff Coordination

- 1. Arrive at pre-camp early to meet with the Rowe Executive Director and other relevant parties.
- 2. Coordinate initial meetings with All Staff during pre-camp, to foster community and establish boundaries.
- 3. On-going communication of program plans to the Director of Camps & Communities.

Camp Responsibilities- Provide direction and leadership during camp.

- 1. Be available to meet campers during registration.
- 2. First Day Orientation: The campers meet the staff, are informed of the Behavior Standards/Community Agreements, other rules, and physical boundaries of camp. Campers should also get a general idea of the daily schedule.
- 3. Create a space for regular check in with staff, with other Co-Director(s) and with the Interim Executive Director.
- 4. Ongoing duties during camp:
 - a. Ensure that all workshops run well.
 - b. Ensure that the schedule is maintained (or changed for the better if necessary)
 - c. Ensure that the staff is meeting regularly (schedule, troubleshooting, community building, etc.)
 - d. Ensure that all is going well with the Town of Rowe and neighbors (relations with the town are included in this, so adherence to Pelham rules must be communicated, understood, and respected throughout camp. This is also true of the need to walk single file on the left side of town roads, and restriction of noise after 10:00 PM.)
- 5. Primary responsibility for dealing with disciplinary issues. We advise that, as far as it is desirable and possible, camper disciplinary issues include the counsel of the campers involved, since this is useful in creating and maintaining true community. Behavior Standards, Community Agreements, rules, and other policies at camp exist to aid the Co-Directors with decisions that might result in the dismissal of camper(s) or staff member(s). The Co-Directors will consult with the Executive Director, whenever there is a chance that a camper or staff person will be asked to leave.
- 6. Safeguard camp property and inform Support Staff of any problems as soon as possible.

7. Keep with original plans discussed with camp liaison and kitchen and involve them in any decisions about change that will affect them.
8. Log any problems, accidents, or incidents when they happen and submit a copy to the Executive Director as requested.
9. Ultimate responsibility for keeping the camp clean, and for the final All-Camp Clean-Up at the end of camp, the goal of which is to leave the campus ready for the next event(s) to come.
10. Ensure that a satisfactory and complete closing is made for campers and staff, and that all campers are picked up by a responsible party at the end of camp. Lost and Found items must be bagged in categories, tagged with the camp's name and year, and put in the Farmhouse basement.
11. Store all materials and equipment paid for by the camp in a storage container and place it in the storage area under the rec hall.

Administrative Responsibilities

1. Budget will be given to the Co-Director(s) before camp starts. Before camp, purchase needed supplies. Devise a plan to ensure that the total expenditure stays within budget. Save all receipts from all purchases made for camp and submit them with the final budget. Co-Director(s) must submit a budget report with receipts for all expenditures before the necessary time, as communicated to them by the Interim Executive Director.
2. Track camp equipment inventory and oversee expenditures for supplies, pre-camp, and camp travel.
3. Review all camper evaluations.
4. Co-Directors get one day off per week. One Co-Director must be present at camp during daily camp operations.
5. Co-Directors will review camp with the Interim Executive Director, either in person, by phone, or by written report, no later than Nov. 15th.

Marketing

1. May be asked to provide input for the description of the camp for marketing purposes. Submit description and photos as well as bio for website - work with office staff to determine due date.

2. Promote the camp in other ways (i.e., job fairs, reaching out to personal network, social media posts, etc.).

Guidelines:

All camp directors must be at least 25 years of age, have 5 years camp experience, and complete a background check including both a CORI and SORI check. Camp Directors will be supervised and evaluated by the Executive Director.