



Alliance Christian
Summer Camp

✉ 135~20 35th Ave.
Flushing, NY11354
☎ (718) 353~2745
ext. 18
🌐 www.qcac.org



Day Camp Director Job Description

Background Requirement

The camp director's job involves administrative duties and supervisory responsibility for staff and campers. He or she also ultimately oversees and has responsibility for all camp activities. Camp directors work in the recreation field managing staff and facilitating camp activities. This position requires at least bachelor's degree; prior experience of working with kids is desirable; must be at least 25 years of age and have experience in planning major events; must have the ability to work collaboratively with others; possess good leadership abilities, management and organizational skills; be patient, self-started, good-learner, enthusiastic, self-controlled and dependable.

Description and Duties

Camp directors work on the administrative side of day or residential recreation programs and manage the day-to-day functions of camp life. Must be good with kids and adults alike. This position will involve:

- planning recreational programs, camp schedules
- conceptualizing and implementing camp curricula
- be knowledgeable of and adhering to all camp policies, rule and guidelines
- be in control of camp expenditures
- creating a healthy atmosphere by providing rules of safety and taking preventative measurements
- handling emergency situations in conjunction with the Executive Director.
- overseeing campers, counselors (staff and volunteers) - may include hire staff members and develop training programs, assessing work performance and taking disciplinary measures when necessary, and additionally, develop and execute marketing plans to recruit campers.
- assessing the overall program to see if there are any changes that need to be made for optimum functioning.
- overseeing the completion of all documents (agreement, schedules, program evaluation, information management system, etc.) required by the Camp in accordance to CDC regulations.
- seeking advice and/or assistance from the Executive Director when needed.
- must be present during the camp operating hours (be ready for random site inspection).
- performing other duties as needed/assigned.
- reporting to the Executive Director.

Contact

Send your resume Accepting resumes now juliari@qcac.org. All interviews will be held between now and June 12th.

Camp operating time: July 2nd-August 10th (6 wks); Monday-Friday, 9am-4pm