

Summer Camp Director:

Pretty Lake Camp has an opening for an experienced Summer Camp Director with a proven background in best practices of camp programming, staff recruitment with training and retention, working knowledge of state licensing and ACA compliance, skilled in software and social media platforms and community collaboration.

The Summer Camp Directors position is full-time, year-round. It is crucial to have a strong and flexible work ethic to juggle the many required tasks of the position. During the calendar year, Camp has many functions. In addition to our mission which is to provide life-changing experiences through free summer camp and experiential learning, we are also a conference and retreat center, and event venue. Pretty Lake consists of a year-round staff of 10-12, with additional seasonal employees from April-October. In addition to Summer Camp programming, the Summer Camp Director is responsible for supporting other department directors with Adventure Centre Programming, Educational Programming, Retreating/ Culinary/Hospitality and Farm Programming as needed. All Pretty Lake positions are required to support any and all departments as needed, requested and/or approved by CEO or Operations.

This is a salary position; you should expect a 40-hour work week with the understanding that during the summer season additional hours will be needed and at times those hours will fall on the weekend. We offer Flextime Scheduling, Medical, Dental and Prescription coverage, Life Insurance, 403B after a year of full time service. The salary range for this position is \$45,000.00 - \$50,000.00 and will be based on experience and housing needs.

Required Qualifications:

- All employees undergo a criminal and child welfare background check, as well as a National Sex Offender Registry search.

1. 21 years or older.
2. Valid Driver's License.
3. Bachelor's degree in camp administration, education, social work, or related degree.
4. Director certification by American Camping Association preferred.
5. Current CPR and first aid certifications.
6. Ability to supervise staff and campers.
7. Ability to plan, originate, organize, and carry out daily, and special programs.
8. Proficient with all common office software with word processing, data entry and spreadsheet required and social media. Knowledge of Camp Brain or similar camp specific software is strongly desired.
9. Ability to embrace a diverse group of co-workers, volunteers, constituents, and customers of all ages and backgrounds. Able to interact with others in a friendly, respectful and courteous manner with a high commitment to internal and external customer service.
10. Ability to interpret the camp's mission to constituents, volunteers and the general public.
11. Ability to stay calm and perform work under high stress situations.

Primary Responsibilities: Administrative, Community Engagement/Marketing/Sales, Programming, and Internal Partnerships which include but are not limited to:

- Serve as department director, following all best practice policies and procedures.
- Manage and maintain state licensing and ACA compliance
- Manage and maintain software and social media platforms and community collaboration.
- Serve as Summer Camp director in all aspects. Responsible for creating a meaningful and exciting summer camp curriculum that gets the campers experiencing all that Pretty Lake has to offer.
- Assist in the facilitation of Specialty Camps, Volunteer Days, and programs for guests.
- Recruit, supervise, train, mentor, and evaluate all summer camp staff.
- Contract and logistical work for summer camp.
- Communication with outside vendors and community collaboration.
- Purchase, store, organization, and maintenance of all summer camp program equipment and supplies.
- Collaborate with other department directors to smoothly pull programs together:
- Ability to create new programs/sales and maintain/grow current and repeat summer programs.
- Manage the Summer Camp budget, meet revenue goals and manage departmental expenses.
- Ability to drive Camp vehicles on and off site for logistics and errands.
- Participate in administrative staff meetings, sales, fundraising and camp events.
- General administrative duties.
- Engage in Grant writing procedures.

- Working with CEO to build community partnerships.

Resumes should be submitted to the Director of Operations, Sonya Kasper at: sonya@prettylakecamp.org