

CAMP DIRECTOR

PREPARATION AND ORGANIZATION

1. Develop, with Executive Director, all required schedules for camp.
2. Attend Staff Orientation, to be held prior to the arrival of campers and conduct orientation sessions as necessary.
3. Organize and supervise opening and closing of Camp when staff arrive and leave

SUPERVISION

1. Provide supervisions and assistance to councilors in student-related programming.
2. Lead staff meetings and monitor staff and student relations.
3. Provide supervision to all staff and oversee general functioning of camp.
4. Ensure efficient functioning of all other aspects of Camp operation including kitchen/dining hall, infirmary, resource center and business office.
5. Keep camp purchases within budget & keep petty Cash Balanced
6. Supervise operation of all schedules, including morning and afternoon interest groups, work crews and nightly staff cabin patrols.
7. Coordinate and supervise volunteer involvement

REPORTING

1. Organize and supervise comprehensive report-writing
2. Write Final Report
3. Report to the Board of Directors at a designated time following Camp
4. Assist in the completion of evaluations for all staff and campers

PUBLIC RELATIONS

1. Assist with public relations in working with Tamarack representatives during media or community group visits to Camp
2. Act as a host/ess to parents/family during FINAL DAY at camp
3. Attend and lead reunion

COORDINATING

In conjunction with the Assistant, supervise and act as a resource person to Teacher Counselors and Recreation Counselors