



**Title:** Camp Director  
**Reports To:** Executive Director  
**Start Date:** November/December 2018  
**Hours:** Full time

### **We are...**

Camp Promise! As a program of the Jett Foundation, a nationally recognized rare-disease nonprofit that raises awareness of and supports those impacted by muscular dystrophy, we provide free, overnight summer camps and year-round programming for kids, teens, and adults with muscular dystrophy and neuromuscular diseases. At Camp Promise, we make the impossible possible and believe that everyone deserves to experience the magic of camp, regardless of any physical or medical needs.

We are actively seeking an experienced camp professional to serve as our Camp Director. The Camp Director will be responsible for leading and overseeing all camp operations and will have several main areas of focus: delivering our mission, leading an innovative team, ensuring exceptional programming, and serving our community. A successful Camp Director must have intimate knowledge of the camp industry, experience working with people with special healthcare needs, an understanding of adaptive recreation, the ability to connect with campers, parents, and staff, and be to apply a broad knowledge of management principles to maintain and grow our existing program.

This position is located at our main office in Plymouth, MA during the year; travel to our one-week overnight camp sessions in Washington, Connecticut, and Colorado during the summer is required.

### **We believe...**

In costumes and in saying "Yes!" Camp friends are for life. Moving outside your comfort zone can help you and those around you. Trying things for the first time is more important than the outcome. Independence is a spectrum and you can always gain more. Time outside is important. Counselors wield great power. Kindness changes lives. Technology has its place. Being financially sound helps us sleep better at night. Everyone has value and purpose.

### **You Will..**

- Be responsible for all aspects of camp operations, including programming, residential life, risk management, camper enrollment, and staff recruitment.

- Train and manage camp program and residential staff and volunteers to meet program goals and industry standards
- Ensure compliance and licensing with relevant federal and state laws, local regulations, and Jett Foundation policies to ensure the safety and well-being of campers, families, staff, and volunteers.
- Maintain records, databases, and files necessary to assess overall camp success and effectiveness, and provide ongoing feedback to program staff and the Executive Director.
- Collect and assess supply inventories, staff evaluations, camper profiles and evaluations, inventories, and recommendations for the following season.
- Work closely with the Director of Business Development to help to ensure the financial health of the Camp Promise program. This will include developing and managing the annual camp budget and effective resource stewardship of funding through all programs.
- Manage a year round team of paid and volunteer staff, including mentoring, providing feedback, and conducting annual reviews.
- Supervise the Camp Registrar who is responsible for managing camper and staff recruitment and enrollment
- Develop partnerships with universities and other mission-related organizations with the goal of improving programming and staff recruitment.
- Articulate and able to implement the strategic vision of Camp Promise and Jett Foundation.
- Be expected to stay informed of the best practices within the camping field and for serving families affected by rare disease, and using that knowledge to improve the existing camp program and creating new, innovative services that align with our strategic goals.
- Provide a high level of customer service and professionalism when interacting with campers, families, staff, and the greater Camp Promise community.
- Oversee the sustainability and expansion of camp and additional community-based programming.
- As a member of the Camp Promise team, attend & participate in Jett Foundation staff meetings and trainings.
- Be able to work long, non-standard hours during camp and programming, and on short notice as the need arises.
- Perform other duties as assigned.

### **You ...**

Know your stuff. Enjoy figuring out stuff you don't know. Make magic. Like trying new things. Want to make a big impact. Create moments. Love kids, teens, and adults. Are good at mentoring staff. Think outside the box and get creative adapting activities for campers with various mobility needs. Have ninja-like administrative skills and are incredibly resourceful and organized. Want to run a camp without living at a camp all year long.

The ideal candidate is someone who is highly motivated, resourceful, project-oriented, detail-oriented, and a responsible go-getter. And, we'd love you to be personable, outgoing, and understanding of and willing to work the demanding schedule that comes with the seasonal nature of summer camp. Please note this is an office job during the year, and an on-the-ground "camp job" during the summer (what we believe to be the best mix of both).

Specifically, you:

- Have a bachelor's degree.
- Have 3-5 years of experience in a leadership role in specialty camp operations.
- Have 2 or more years of employee management or supervisory experience.
- Have a minimum of 3 years of relevant project management experience.
- Have experience with adaptive recreation, working with people with special health care needs or disabilities, or similar experience.
- Have experience in financial planning and reporting, along with managing a budget and using resources wisely.
- Are able to juggle multiple projects and tasks at once, and work in a flexible, fast-paced environment.
- Possess high levels of verbal and written communication skills, and are very comfortable with public speaking.
- Are reliable, responsible, accountable and possess a strong sense of integrity.
- Have the ability to prioritize and meet strict deadlines.
- Are proactive, think one step ahead, and take initiative.
- Are able to problem solve and ask for help when needed.
- Are able to accept guidance and supervision from others.
- Are able to work independently and as part of a team.
- Are proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Google Docs, and working with large databases (and you appreciate the efficiency that new technology can offer).
- Have a valid driver's license.

**It would be great (but not necessary) if you have...**

- A Masters in nonprofit management, outdoor education, or relevant field.
- Experience leading a nonprofit organization
- Previous experience with the American Camp Association accreditation process.
- An academic major in social work, psychology, recreation, non-profit management, disabilities studies, or a related field.
- Proficiency in social media outlets such as Facebook, Instagram, and Twitter.

**Travel...**

Travel to our 3 one-week overnight camps in Washington, Colorado, and Connecticut is required each summer. Additional travel may be required during the year to attend conferences, recruitment events, site visits, etc. All travel will be covered by Camp Promise.

**You will receive...**

- A competitive salary commensurate with experience.
- Generous time off and health insurance options.
- Opportunities for professional development, including conferences, webinars, etc.
- Unlimited camp swag and at least one cool unique camp T-shirt each year.

**To apply...**

- Complete the application form at [camppromise.org/joinus](https://camppromise.org/joinus)
- You will be asked to fill out an application form and upload your resume with a cover letter identifying your qualifications, related experiences, and reasons for wanting this position.
- Applications will be reviewed as they are received and interviews will be set up with outstanding candidates, so we recommend applying early.
- Applications will be accepted until the position is filled.

**Questions?**

- Please email us at [joinus@camppromise.org](mailto:joinus@camppromise.org) or visit [camppromise.org](https://camppromise.org) to learn more.

**Jett Foundation's EEO Policy**

It is the policy of Jett Foundation to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Jett Foundation will provide reasonable accommodations for qualified individuals with disabilities.

Jett Foundation's goal is to increase representation of women, people of color, veterans and individuals with disabilities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations and cover all human resource actions including employment, compensation, benefits, training, education, transfers, promotions and social/recreational programs.

Jett Foundation's Executive Director, Board of Directors, and senior leadership team regularly receive and review affirmative action reports and have the responsibility to monitor progress, reinforce policies and hold the organization accountable to meet objectives.