



Camp Dark Waters

26 New Freedom Road
Medford, NJ 08055
609-654-8846

Camp Director Job Description

Job Title: Camp Director

Reports To: Executive Director

Salary and Benefits:

- \$50,000 - \$60,000. FT, exempt.
- Health insurance reimbursement
- Paid vacation and parental leave
- Matched retirement contributions
- Private year-round housing, with all utilities included

Position Overview

The Camp Director will provide dynamic, innovative leadership for Camp Dark Waters' major mission-driven activity, operating its nearly 100-year-old summer camp program. Working closely with the Executive Director, other year-round staff, and seasonal staff, the Camp Director is responsible for the operation of the summer camp program, ensuring that the needs of campers and staff are met and supporting success across all areas of the organization. In addition, the Camp Director will oversee spring and fall Outdoor Center Programs.

The following is an overview of the tasks required and areas of responsibility of the Camp Director. This role is one in which additional duties will sometimes be required, outside of those specifically listed in this job description.

General Responsibilities

1. Working with People
 - a. Exemplify and promote a positive culture, among campers and staff, in which all can feel like they belong
 - b. Recruit, interview and hire seasonal staff
 - c. Supervise and mentor seasonal staff, in all departments, helping them grow and develop through regular, consistent feedback and modeling
 - d. Design and facilitate staff training
 - e. Identify individual and general staff development needs
 - f. Manage performance review processes for all staff members in oversight area
 - g. Develop meaningful relationships with campers, staff, families, board members and other stakeholders, while maintaining appropriate boundaries
 - h. Work with children, especially those who require additional support
 - i. Manage staff and camper conduct issues
 - j. Assist with management of kitchen, medical and maintenance staff

2. Program Management
 - a. Work to evaluate, improve and develop summer camp program
 - b. Oversee and expand Outdoor Center programs
 - c. Plan and manage camp events throughout the year



- d. Emphasize inclusivity in programs managed, promoting accessibility for people from a diverse range of backgrounds and with a wide array of needs
 - e. Order program, store and other supplies
3. Administrative / Communications
- a. Manage ACA accreditation process
 - b. Manage camp enrollment and registration
 - c. Assist with development of yearly budget
 - d. Manage Outdoor Center booking: schedule and plan Outdoor Center groups' programming and meal needs
 - e. Field communications with staff, campers, Outdoor Center groups, vendors and other stakeholders. This includes communication over the phone, in person and in writing
 - f. Manage and expand CDW social media presence
 - g. Assist with publications, such as holiday cards and newsletters
 - h. Assist Executive Director with fundraising and development
 - i. Assist Executive Director with administration and expanding the reach of financial aid
 - j. Work with Executive Director and Board of Directors to develop and implement strategic camp goals
 - k. Attend board and committee meetings, giving regular reports on areas of responsibility
4. Site and Facilities
- a. Assist with pool maintenance
 - b. Assist kitchen and maintenance staff when required

Skills, Equipment Used, and Technical Requirements

1. Proficiency in computer skills is required, including familiarity with or ability to learn Microsoft Office, Google Workspace, databases, and social media
2. Some knowledge of, or ability to learn, pool maintenance, high ropes course elements, kitchen equipment, and canoes
3. Ability to drive a range of vehicles, up to the size of 15 passenger vans, and sometimes a canoe trailer, is required
4. Ability to safely and properly use power tools and similar equipment, with training.

Other Requirements

1. Ability to identify safety hazards and monitor camper and staff behavior and enforce appropriate safety regulations and emergency procedures
2. Ability to run, stand, bend, stretch, and lift equipment, supplies, and tools weighing up to 50 lbs when required
3. Able to remain calm under pressure and react appropriately during emergencies
4. Willing to work long, irregular hours, particularly during the summer months and during overnight programs
5. Able to work outdoors with daily exposure to the sun, heat and other environmental conditions
6. Must live on-site during the summer season, and occasionally during spring/fall when overnight groups are present. Housing is available year-round.
7. All new hires must be fully vaccinated against COVID-19 prior to commencement of employment



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Camp Director Qualifications and Position Profile

This document outlines the skills, qualifications and characteristics that we are looking for in our next Camp Director. We are looking for a driven, compassionate and dynamic leader to take the next step in their camp career by joining our team.

This role is both a challenging and an immensely rewarding one. Serving as Camp Director of Camp Dark Waters offers the opportunity to join a successful, established 501(c)(3) non-profit summer camp that has provided life-changing experiences to generations of young people. If you have questions about the role, we encourage you to contact Alex Crompton, our Executive Director, by email: alex@campdarkwaters.net or phone: (609) 654-8846.

Personal Characteristics

- Resilient with proven strategies to manage pressure and stress
- Adaptable and motivated to learn new skills and take on new responsibilities
- Comfortable making tough decisions and acting as a leader
- Clear and tactful verbal and written communicator
- Strong organizational skills and attention to detail
- Patient and able to remain calm in difficult circumstances
- Comfortable working in a fast-paced, social environment
- Passionate about working with children and helping them achieve positive outcomes
- Understanding, respectful, and affirming when working with people from different backgrounds and identities
- Strong work ethic and ability to work independently when required

Skills (essential)

- Management and supervision, of people including:
 - performance evaluation
 - training and professional development
 - mentorship
- Curriculum design. Preferably in a summer camp context, but any form of educational or training curriculum design may be relevant
- Track record of successful work with children
- Ability to interact with children and adults in a positive, affirming and age appropriate way
- Proficient with use of social media
- Excellent written communication skills
- MS Office, Google Workspace and general computer proficiency

Skills (desirable)

- Demonstrable experience working with neurodiverse populations
- Demonstrable experience working with LGBTQIA+ communities



- Interview / hiring manager experience
- Conversational or better in a non-English language, ideally Spanish
- DEI experience
- Kitchen management
- Waterfront / pool lifeguard management
- Budget development and management
- Challenge course / high ropes trained

Qualifications (Minimum Education and Experience)

1. The Camp Director position requires a minimum of 3 years' experience working year-round in a senior leadership capacity at a summer camp, or equivalent experience in a similar or related environment.
2. A minimum of 5 years' professional experience in a related area is preferred
3. A Bachelor's degree in any field is required. Master's degree in social work, counseling, education, outdoor education, recreation, business, or another relevant field is preferred
4. Must either hold, or be able to obtain, the following certifications: Lifeguarding; Certified Pool Operator; Serve Safe; US driver's license (must have a clean driving record)