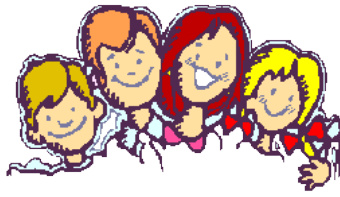


## VEYC is Seeking Candidates for Position of Camp Director



### Virginia Elks Association Youth Camp Millboro, Virginia

We are seeking a camp Director who is innovative, dynamic, conscientious, and organized. The camp director will be overseeing the operation of our 443-acre camp facility located in the heart of the Alleghenies just north of Clifton Forge, Virginia in Bath County. The Camp Director will be in charge of maintaining a safe and sustainable site for all campers, ensuring all currently planned programs are implemented, and planning and running of new programs.

Camp director must be able to experience goals and objectives at all grade levels; implement seasonal staff policies and procedures; understand and comply with ACA standards. This position assists with the recruitment efforts, training, and orientation of seasonal staff; provides coaching and mentoring; and is adept at managing conflict.

Candidates should have certifications in CPR/First Aid, lifeguard, and challenge courses or the ability to become certified; two or more successful seasons of resident camp administration; prior experience leading outdoor events for school-aged children; experience in coaching and staff development; excellent planning, organizational, interpersonal, problem solving, and written and oral communication skills; and experience in a supervisory role.

This position will reside at the camp during the camp season, food and lodging will be provided. Camp season will be from late June to early August. Interested candidates should email resume and cover letter to [sandy@elks2406.com](mailto:sandy@elks2406.com).

(Scroll down for Camp Director Job Description)

# Virginia Elks Youth Camp

## *Job Description*

Job Title: **Camp Director**

Incumbent:

Classification: Exempt

Reports to: Directly to the President of the Executive Committee, they will be respective of and responsive to all members of the Executive Committee and provide each with whatever information may be requested by them to properly perform their voluntary positions. These individuals include the four (4) camp Vice-Presidents, the camp Secretary, and the camp Treasurer.

### Position Purpose:

To further the mission of Virginia Elks Youth Camp through the development and management of program, human resource, financial, marketing, and strategic operations.

### Essential Job Functions:

1. Design, deliver, and evaluate camp program that meets the needs and interests of the camp's target populations and ensure their delivery in a safe and quality manner.
  - Remain current with information on the developmental needs of youth.
  - Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
  - Develop and implement crisis and risk management procedures.
  - Design and ensure delivery of programs and activities appropriate to the camper population.
2. Design and implement a marketing plan to increase camper attendance and camp usage.
  - Prepare and analyze enrollment trends.
  - Develop and implement recruitment and retention strategies.
3. Implement human resource management practices to recruit and retain seasonal and year-round staff.
  - Recruit staff based on camper enrollment and program management requirements.
  - Hire, train, supervise, and evaluate seasonal and year-round staff.
4. Oversee the daily operation of the summer resident camp including food service, program, business, camper and staff supervision, and health care.

- Oversee the management of the food service area through supervision of Food Service Manager and review of food service program.
- Secure sufficient coverage in health care staff and their implementation of the health care plan.
- Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.
- Stay within budgeting limitations set for camping year and adhere to all budget requirements.

#### Other Job Duties:

*The Director will be a member in good standing of the American Camp Association (ACA). The Director will also ensure that the camp itself remains accredited by the ACA. The Director will assist the Executive Committee in the preparation of the Annual Budget.*

#### Relationships:

*The Virginia Elks Youth Camp is the Virginia Elks Associations (VEA) State Major Project. Information on the Virginia Elks can be found at [www.virginiaelks.org](http://www.virginiaelks.org).*

#### Equipment Used:

*Proficient in computer applications, such as Word and Excel, Internet computer software, email, and data management. Some working knowledge of maintenance, office, and kitchen equipment is preferred. Current driver's license.*

#### Qualifications: (Minimum Education and Experience)

*College degree, preferred but administrative working experience can be accepted as degree fulfillment. Additional experience with programming and administering programs that would reflect on the camp's population is desirable.*

#### Expectations:

*The Director is expected to attend all meetings (up to 6) of the Executive Board, including the VEA's state conventions, held twice yearly in different areas of the state of Virginia. One meeting will be to determine the following camp year's budget and attendance is required.*

#### Physical Requirements:

*This position would require the ability to listen to others, observe others' actions, read text and information; comprehend instructions and manuals, and physical ability to move about the camp property in various environmental conditions.*

#### Duration:

*The Director's position is a yearly contract running from November 1<sup>st</sup> to October 31<sup>st</sup> of following year. Position is a full time position during summer months, including a few weeks leading up to camping season and a few weeks after season ends. The position requires the Director to stay on site of the camp during camping season (4 weeks). Director is provided separate quarters, bathroom, and an office. Salary is disbursed April through September of the camping year.*