



MDSC JOB DESCRIPTION

Camp Director (Weekly)

<p>General Summary</p>	<p>Under guidance of the Board of Trustees, works with other weekly Directors and 6-week staff to plan and direct the daily operations of the Metropolis of Detroit Summer Camp programs, supervises all staff and ensures the health and safety of all campers.</p> <p><u>Understands that, as a weekly Director, the main role is to support the 6-week staff and collaborate with other weekly Directors, to maintain consistency across all camp weeks. Directors who only serve for a week should not add, delete or make adjustments to the camp program or camp traditions.</u> May work with Co-Director or full-summer Camp Director, understanding that the positions require equal collaboration. Works within the framework of the program, policies, standards and expectations of the Greek Orthodox Archdiocese of America, the State of Michigan Department of Licensing & Regulatory Affairs, American Camping Association and the Metropolis of Detroit Summer Camp Board of Trustees.</p>
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<p>Principle Duties & Responsibilities</p>	<ol style="list-style-type: none"> 1. Provide an example of Christian behavior and language to all campers and fellow staff. 2. Develops and plans for the camp season or for weeks assigned to camp. 3. Supervises the daily operations of the camp throughout assigned sessions, through visibility and regular check-ins of all activities each day and through evening checks of cabins. 4. May work with Board of Trustees to select staff prior to season. Supervises camp staff, assigns staff to positions/cabins/camper groups and completes duty schedules for cabin, siesta, kapers and other responsibilities. 5. Working with Ass't Director or Co-Director, conducts daily staff meetings and maintains on-going staff training. 6. Communicates regularly with MDSC Board of Trustees Chairperson, or designee, during the week to provide updates on camp operations. 7. Responsible for completing camper intake process when receiving new campers on Sunday of each week. Ensures that required sign-out process is completed for releasing campers at the end of sessions. 8. Maintains standards for health and safety of campers. 9. Instructs all campers and staff on required safety procedures and conducts a minimum of one (1) emergency evacuation drill each week. 10. Maintains knowledge of contacts for health, fire, protection, food, utility, repair and disposal services. 11. Notifies parents of illness, injury or any other important matters regarding their child(ren). 12. Maintains camp inventory of food and supplies. Orders necessary food and supplies from vendors, or purchases items in town as necessary.
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	<p>Tracks/documents all expenses during the summer and reports to Board of Trustees.</p> <ol style="list-style-type: none"> 13. Sees that proper care is taken of camp equipment, making necessary repairs or reporting needed repairs to Camp Caretaker or Board of Trustees. 14. Promotes high staff and camper morale. 15. Monitors weather conditions and determines, in conjunction with Program and Waterfront Directors, adequate climatic conditions for outdoor activities and swimming. 16. Handles issues or concerns with campers or staff. Responsible for handling any and all disciplinary actions when required. Notifies Board Chairperson or designee of any significant incidents or staff concerns. 17. Prepares necessary operations if working as a Director for the opening and/or closing of the camp. 18. Prepares camp and the staff for annual inspections. Meets with and leads all State of Michigan and Health Department inspectors during their annual visits. 19. Prepares necessary reports on camp operations and activities and may offer recommendations for updates to MDSC Policy Handbook. 20. Completes end of week evaluation regarding the camp and submits to the Board of Trustees no later than September 1st. 21. Any other duties as requested by the MDSC Board of Trustees.
Skills Required	<ol style="list-style-type: none"> 1. Ability to supervise and train staff of all ages and levels of experiences. 2. Ability to supervise the daily activities and operations of the camp throughout the week. 3. Ability to evaluate the camp operations objectively, and make necessary decisions and changes if needed, in consultation with Board Chairperson. 4. Ability to work long hours, in an outdoor setting, requiring regular physical activity, standing for long periods. Ability to handle all emergency situations if necessary.
Working Conditions	<ol style="list-style-type: none"> 1. Outdoor setting, with varied summer temperatures. 2. 24 hour responsibility for all camp operations.
Minimum Level of Preparation and Training	<ol style="list-style-type: none"> 1. Required to successfully pass a criminal background check. 2. Valid driver's license. 3. A minimum of two (2) years of administrative or supervisory experience in a camp setting. Experience working in leadership capacity in a school setting or other settings with youth. 4. Must be a minimum of 25 years of age. 5. Bachelor's Degree, ACA Camp Director certification or previous successful experience as a Camp Director. 6. Completion of Archdiocese Youth Protection Online Training.

	7. Certified in Basic Life Support (BLS) and cardiopulmonary resuscitation (CPR) by the American Red Cross or American Heart Association preferred
<i>Reporting Relationship</i>	Reports to the MDSC Board of Trustees
<i>Subordinates</i>	Assistant Camp Director, Program Director, Waterfront Director, Arts & Crafts Director, Cook(s), Health Director, Counselors, Lifeguards, Orthodox Life Director, Media Director, Adult Volunteers and any other camp staff
<i>Compensation</i>	Salaried position.