



Camp Soles

JOB DESCRIPTION

Camp Director

Apply Online at www.campsoles.com or
Email resume & cover letter to fun@campsoles.com or
Mail to Camp Soles, 134 Camp Soles Lane
Rockwood, PA 15557

Camp Soles is located in the Laurel Highlands four-season recreation destination an hour from Pittsburgh, PA. Home to Frank Lloyd Wright's Fallingwater, Ohiopyle Youghiogheny River rafting, Seven Springs Ski Resort and state parks, the Laurel Highlands is a hub for outdoor sports enthusiasts: <https://www.golaurelhighlands.com>

CAMP DIRECTOR – OVERNIGHT CAMP AND YEAR ROUND PROGRAMS

FULL TIME, EXEMPT POSITION

CAMP MISSION

To transform one camper at a time by building friendships, developing character, and creating memories.

IDENTIFICATION:

The Camp Director of Camp Soles serves as the onsite leader and reports to the Board of Directors of the Non-profit 501c3 Operator of Camp Soles.

POSITION SUMMARY:

The Camp Director of Camp Soles manages all staff and volunteers. As the leader of this 65-year-old facility that has recently retained new ownership, the Camp Director will be part of an exciting and important period in the camp's history. The Camp Director will maintain important and successful traditions of this program while also guiding the camp community into the future. The Camp Director will work with the Board of Directors and a committed new owner to create an exceptional, transformational experience for each child who attends Camp Soles.

ESSENTIAL FUNCTIONS:

1. Positions camp as a leader in the overnight camp community by facilitating a positive youth development, values-focused program.
2. Serves as the overarching manager of all licensing and accreditation standards required for overnight camp and camping facility operations including local/state requirements and American Camping Association Standards.
3. Functions as the primary liaison between the camp staff/program and the Board of Directors/Owner, reporting on camp operations and facilitating goals and plans.
4. Represents and promotes the camp in the local community while developing positive working relationships with other organizations, businesses, and governmental entities.
5. Creates access to camp through fundraising and management of scholarship dollars to ensure under-resourced families and communities have the opportunity for camp experiences.
6. Oversees the hiring, training, and supervision of full-time and part-time/seasonal staff.
7. Develops, manages, and monitors the camp's operating budgets and meets or exceeds budget targets with support of the Board of Directors.
8. Directs strategic planning efforts and develops the annual operating plan for all camps and programs.
9. Develops and directs high-quality camper and alumni engagement programs. Ensures the safety and maintenance of high-quality facilities, grounds, and equipment.

10. Directs marketing and communication efforts.
11. Works as a philanthropic leader to promote the Camp Soles mission and solicit donations to support the camp scholarship program, the enhancement of facilities, and the improvement of programs.
12. Performs other duties as assigned.

LEADERSHIP PROFICIENCIES:

Mission Development: Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Strategic Vision: Develops strategies and goals to ensure programs and staff and volunteers reflect the community and its needs. Builds and nurtures relationships to enhance support for the summer and year-round programs. Communicates to Camp Soles's publics to attain buy-in and support of goals.

Operational Success: Manages the camp program through sound decision-making and utilization of resources. Engages with stakeholders and staff to hold them accountable for tasks. Ensures that the management of the program balances mission-driven work with financial responsibility.

Personal Growth: Fosters a learning environment that embraces diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional, technical knowledge, and skills required to perform tasks.

Empowering Community: Focuses on staff development by encouraging and supporting efforts to learn, grow, and achieve personal goals. Communicates positive spirit and employs sense of humor in interactions.

QUALIFICATIONS:

- A degree in human services, recreation, social services, business or equivalent degree/experience.
- Five or more years of successful management experience in the camping or youth development field.
- Ability to direct total operations through volunteer development, supervision of staff, development and monitoring of camp budget, marketing and public relations, and program development.
- Experience in management and development of volunteer involvement.
- Ability to recruit top leaders and influencers to the Board of Directors.
- Prefer track record of advocating for justice, diversity, equity and inclusion for people marginalized based on gender, race, class, disability, sexual orientation, religion or immigration status.
- Ability to establish and maintain collaborations with community organizations, municipalities, and corporate partners.
- CPR and First Aid certifications required (can be obtained once position begins).

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 pounds.
- The noise level in the work environment is usually moderate.
- Must be able to meet deadlines and handle oneself professionally during difficult situations.
- Must be able to conduct presentations in front of groups of people.

- Must have transportation available.

CAMP PROPERTY AND PROGRAM:

- 200+ acre, 20+ building, 208 bed capacity property with 18-acre lake, described by camping experts as one of the most beautiful camps in the country
- Historic dining hall with commercial kitchen
- Current camp programs include
 - 1-week and 2-week long Overnight Camps (Summer)
 - Family Camp (Summer)
 - American Diabetes Association Camp (Summer)
 - Sibling and Family Bereavement Camp (Summer)
 - Weekend retreats and Family Reunions (Year Round)
 - Environmental and outdoor education (Year Round)
- Specialty Areas and Programs include
 - High ropes course
 - Low ropes course
 - Archery
 - Riflery – BBs and 22 caliber Long Rifles
 - Waterfront Swimming
 - Boating
 - Short term campout programs.

SIGNATURE LINE

SIGNATURE:

I have reviewed and understand this job description.

Candidate name

Candidate signature

Today's date: _____

Camp Soles is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, ancestry, age, sex, national origin, disability.