



COLORADO LIONS CAMP POSITION DESCRIPTION

POSITION TITLE: CAMP DIRECTOR

STATUS: EXEMPT EMPLOYEE

RESPONSIBLE TO: COLORADO LIONS CAMP BOARD

I. JOB SUMMARY:

The Camp Director, Colorado Lions Camp, is responsible for the development, implementation, and maintenance of the year-round recreation and camping services utilizing the Colorado Lions Camp. Specifically, the Camp Director is responsible for planning, organizing, and implementing programming and facility utilization for the summer camp sessions, respite weekends, and special events throughout the year.

II. POSITIONS SUPERVISED:

Full-time personnel and summer camp personnel are involved in the summer camp sessions, weekend respites, and special events.

III. ESSENTIAL JOB FUNCTIONS:

1. Design, deliver, and evaluate camp programs that meet 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/physical needs of individuals served through our programs.
 - Assess the quality, safety, and enjoyment of the program and facilities.
 - Administer surveys & evaluation of campers, caregivers, staff & volunteers.
 - Design and ensure that the delivery of programs and activities is appropriate to the camper population and is set up in accordance with ACA standards and guidelines.
2. The oversight of the financial management and fund development operations for the camping program to allow for adequate annual funding and to meet long-term goals.
 - To develop and monitor the budget for year-round camp operations.
 - Identify potential grants, funding, equipment, and scholarship sources to support year-round camp operations and work with the grant writer.
 - To develop and design long-term fundraising strategies for the camp program and facilities.
3. Design and implement a marketing plan to increase camper attendance and camp usage.
 - Preparing and analyzing enrollment strategies, marketing tools, and marketing strategies
 - Manage camp website: coloradolionscamp.org.
 - Develop and implement recruitment and retention strategies for existing campers and new participants.
 - Process camper applications, confirmations, and approvals.
4. Implement effective strategies to recruit and retain summer/seasonal staff and volunteers.
 - Recruitment of staff based on camper enrollment and program management requirements.
 - Hiring, training, supervising, and evaluating summer/seasonal staff and volunteers.
5. Manage property development and maintenance needs to ensure safety and maintenance of program areas and camp cabins.

- Conduct regular facilities/equipment assessments/inspections to ensure maintenance, upkeep, and safety of the program areas/living areas.
 - Assist with maintenance work to be completed before staff/camper use of facilities or equipment.
6. The oversight of the daily operation of the summer camp, respite weekends, and special events in accordance with American Camping Association safety standards and procedures; this includes: food service, program design and implementation, marketing, business, camper and staff supervision, site and facility maintenance, risk management, transportation, and health care.
- Oversee the management of the food service area through supervision of the Food Service Manager and review of the food service program.
 - Develop and oversee the business management functions of the camp, including financial record keeping, office operations, camp store, etc.
 - Oversee the systematic approach to database management for campers and families
 - Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.
7. Represent Colorado Lions Camp to the community, Lions Clubs, parents/caregivers, guest groups, donors, and other partnering organizations.

IV. JOB QUALIFICATIONS:

- Bachelor's degree in Therapeutic Recreation, Education, or related field
- At a minimum, 5 years of administrative and/or supervisory experience in an organized camp or group, preferably with individuals with various disabilities.
- Knowledge/experience of ACA standards/accreditation procedures.
- Ability to manage multiple projects.
- Valid CO Driver's license and acceptable motor vehicle record.

V. JOB CONTEXT:

The Camp Director will spend the majority of their time developing, implementing, and maintaining year-round camping and recreation at the Colorado Lions Camp. The majority of the work time will be spent on the premises of Colorado Lions Camp, and the Camp Director's main office will be located on site. This site requires the ability to move about on different terrain and may require some physical demands, including lifting and transferring campers, along with loading and unloading vehicles at camp events. The Camp Director is required to reside at the camp during summer camp sessions and respite weekends. The primary evaluation measure of this position is setting, meeting, or surpassing goals set forth by the Colorado Lions Camp Board.