



Blue Hill Society For Aid To Children, Inc.  
DBA Nichols Day Camp  
P.O. Box 472  
Blue Hill, ME 04614  
207-374-9906  
nicholsdaycampsoffice@gmail.com

## JOB DESCRIPTION

**Job Title:** 2018 Summer Day Camp Director

**Reports To:** BHSAC Trustees

**General Function:** Work with BHSAC Trustees to plan, develop and administer the Summer Camp program. Ensure the safety, well-being and personal growth of staff and campers. Responsible for overall Summer Camp operations: tone-setting, communication, behavior management, scheduling, quality of activities, staff evaluations and transportation coordination. The Summer Day Camp Director must demonstrate positive, professional role modeling at all times, acting in a manner that is consistent with the staff code of conduct and the philosophy, goals and objectives of the BHSAC, Inc.

### Essential Job Functions:

#### **1. Support Staff**

- a. Praise staff frequently with specific examples of their actions and words
- b. Help staff replace undesired behavior with positive choices
- c. Connect with each staff member and maintain a positive relationship throughout the summer
- d. Help staff grow as people and as counselors
- e. Be supportive when staff deals with challenging situations
- f. Follow through with staff requests and commitments that you make

#### **2. Ensure the Physical, Emotional and Social Safety of Campers**

- a. Work with staff to create an environment in which all campers are respectful of each other and the guidelines at camp
- b. Spend time with the campers so that you are able to observe the group dynamics of each group and connect with individual campers
- c. Help campers who need extra support
- d. Talk to the BHSAC Trustees when you have serious concerns about the behavior of a particular camper
- e. Report any suspicions of child abuse immediately and follow protocols of DHHS
- f. Use parents as resources to give insight into their child's behavior and how to help them
- g. Be aware of times or activities that may involve a high degree of emotional or social risk for campers and work with staff to mitigate these risks
- h. Stay informed of staff choices, especially involving discipline, to ensure that campers receive fair and appropriate treatment
- i. Handle all situations involving campers' safety in a timely manner

### **3. Build Relationships with Day Camp Parents**

- a. Communicate regularly with Day Camp parents about their child's behavior, successes and challenges.
- b. Keep parents informed of any changes in the Day Camp program or schedule
- c. Return parent phone calls in a timely manner
- d. Keep the BHSAC, Inc. Trustees informed of any parent concerns or situations that need further attention
- e. Find fun and creative ways to create stronger relationships with Day Camp parents

### **4. Leadership Team Responsibilities**

- a. Demonstrate professional role modeling at all times
- b. Work to establish and maintain positive relationships with all Leadership Team members throughout the summer.
- c. Communicate regularly with trustees of BHSAC, Inc.
- d. Ask for help when needed
- e. Fulfill Leadership Team duties with a positive attitude and willingness to help

### **Other Job Duties:**

- ↓ Provide supervision for campers while campers are transported to and from camp or during scheduled field trips off camp property
- ↓ Contribute to verbal and written evaluations and communication as requested 1 time at end of season
- ↓ Identify other tasks or duties that this position may be expected to perform but are not necessarily the primary focus of this position

### **Minimum Qualification:**

- ↓ Must have at least two years of college education or school age child development experience
- ↓ Must be able to obtain or become certified in First Aid/CPR-ACA/YMCA Certification as Camp Director
- ↓ 2 years of camping experience or combination of youth program and supervisory experience
- ↓ Ability to design and implement recreational programming and interact with children and adults of all ages
- ↓ Ability to perform multiple tasks concurrently
- ↓ Previous experience in peer leadership, supervision and staff management
- ↓ Must pass a criminal background check prior to employment

### **Knowledge, Skills and Abilities**

- ↓ Understanding of the development needs of youth
- ↓ Ability to relate to youth and adults (e.g. parents and co-workers) in a positive manner
- ↓ Demonstrate basic level knowledge and skill in designated camp program areas

### **Physical Aspects of the Job:**

Some physical requirements of this position could be endurance including prolonged standing, some bending, walking long distances, hiking, climbing and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs.; willing to work in a day camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the elements (sun, wind, rain).