



Interim Camp Director Job Description

*“Live your life from your heart. Share from your heart. And your story will touch and heal people's souls.”
- Melody Beattie*

Indian Trails Camp

Indian Trails Camp is a nonprofit organization dedicated to providing individuals with disabilities an enriched life experience through recreation, advocacy and meaningful relationships.

With a remarkable facility that brings adaptive recreation to the lives of each camper, Indian Trails Camp offers a barrier-free camp setting with state of the art facilities, in which those with disabilities can participate in all manner of activities the outside world is ill-equipped to provide. It is a place filled with fun, recreation, friendship and acceptance. Campers learn perseverance, teamwork and self-reliance. They leave for home loaded with love, respect, and memories.

Indian Trails Camp accepts campers with a wide range of physical and/or developmental disabilities. Inclusion and mainstreaming play key roles in making campers feel a part of every experience. With a capacity of up to 84 co-ed participants per session, Indian Trails welcomes campers aged 5 and beyond.

Job Summary

The Interim Camp Director will provide leadership and management of the 2016 Summer Camp Season. The position will ideally begin on Monday April 4th and conclude on Saturday August 20th. This position lives on site during the summer months and ensures delivery of Indian Trails Camp programming goals in keeping with mission, vision, culture, and strategy. This also includes ensuring that all state of Michigan Licensing regulations and continued success of the ACA accreditation process are followed.

Summary of Essential Job Functions

- Ensuring that staff members are adequately trained to carry out their positions
- Working to ensure that all Camp programs are safe, inclusive, age-appropriate and enjoyable
- Working with the Kitchen Manager, Program Director, and other staff members to ensure that goods and supplies needed for Camp operation are ordered in a timely fashion
- Working with the Camp Nurse and other staff to ensure high standards of health and safety in Camp
- Welcoming families and campers
- Address any questions or concerns posed by families and campers
- Making rounds of Camp as needed to be fully aware of the attitudes and procedures in force as well maintain safe and clean grounds throughout the Camp
- Setting a positive example for staff and leaders to follow
- Coordinates needed maintenance, both preventative and otherwise, with maintenance and facility staff
- Other duties as assigned

Minimum Requirements

- Bachelor's degree required
- Prior experience in camp leadership
- Be able to lift up to 50 lbs
- Valid Driver's license and acceptable driving record
- Pass background check

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.