

# Summer Camp Director

Wapiyapi - Rocky Mountain Children's Resources  
501(c)(3)  
Denver Metro  
Part-time

## **Job Description:**

The mission of [Wapiyapi](#) is *to provide friendships, fun and healing to families outside of the hospital for families facing childhood cancer through an exceptional camp experience.* The Summer Camp Director manages the day-to-day functions of camp life. S/he will ensure a safe, nurturing environment in support of the needs of the camper population and oversee program leaders and all camp activities, timetables, and onsite reporting requirements.

This position is seasonal to reflect onsite management during two sessions of Camp Wapiyapi at Quaker Ridge Camp in Woodland Park, CO, June 1-15, 2019, with additional hours in the spring to finalize leadership staff and plans and some additional hours to wrap up final reporting by the end of June. This position will reoccur annually.

## Areas of Responsibility

1. Deliver camp program for children with cancer and their siblings onsite and ensure delivery in a safe and quality manner

- Review input from youth, families, and staff regarding the quality, safety, and enjoyment of the program
  - Ensure that programs and activities are appropriate to the camper population with final approval of plans; implement approved schedule
  - Actively communicate with parents regarding their children's medical and/or behavioral needs
  - Partner with facility personnel to ensure cohesive relationship is maintained and facility is used properly; make recommendations for property and maintenance needs as appropriate
  - Work collaboratively with internal and external groups to ensure that the camp operation runs smoothly
  - Communicate all program issues and information immediately to supervisor.
2. Oversee the daily operation of camp to ensure adherence to all state and federal regulations, compliance with all Wapiyapi policies and procedures, and timely resolution of issues
- Verify completion and accuracy of required paperwork for campers and staff
  - Ensure that the proper staff to child ratios are maintained at all times and report discrepancies to supervisor, as needed
  - Anticipate challenges; implement crisis and management procedures
  - Document behavior issues and/or incidents daily, as needed

3. Monitor budget for camp operations to ensure expenses are within set parameters

4. Oversee volunteer camp staff by providing training, direction and evaluating performance; provide effective coaching and mentoring

- Review camp staff leadership candidates with final approval of appointments
  - Support development of camp staff training content and oversee its implementation
  - Hold daily staff meetings to facilitate support and intervention, as needed, to assure program quality
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  - 5. Provide a final report on all aspects of the camp program including recommendation for future budget appropriations
- Work with supervisor in finalizing surveys and in review of results

#### Requirements/Qualifications

- Undergraduate degree required; recreation, child development, nursing, or other applicable field of study preferred
- Minimum of two (2) years' work experience in a school, youth sports, child care / day or residential camp facility which includes direct contact with children and supervision of staff
- Knowledge of the principles, philosophy and practices of recreation administration
- Remain current with information on the developmental needs of youth
- Additional experience with programming and administering programs that reflect the camp's population is desirable
- Ability to plan, promote, and evaluate recreation services for a camp program
- Leadership skills for recreation activities; lead activities for kids of all ages and abilities
- Extensive skills in recruiting, training and directing volunteer leaders
- Communication skills: communicate well with large groups while maintaining order and safety, motivate people to be active, effectively communicate with different groups of people orally and in writing
- Problem-solving skills: need to effectively resolve conflict, mitigate perceived problems
- Ability to establish and maintain effective working relationship with facility staff, Wapiyapi board of directors and staff, volunteers, campers and families
- Ability to collaborate and individually work to accomplish camp goals
- Ability to meet Federal and State requirements including completion of a background check and fingerprinting. (Wapiyapi pays for this)
- Possession of a valid driver's license and maintenance of good driving record
- Member, or ability to qualify as a member, of American Camp Association
- Physical strength: need to be physically fit, have ability to lift a 50-lb individual and transfer safely

- Physical ability and stamina: need to be able to move about the camp property in various environmental conditions in a timely manner.

#### Compensation/Benefits

Range is between \$4,000 - \$6,000 based on experience and contributed hours

#### How To Apply

Submit a cover letter and resume by email (use Summer Camp Director in the subject heading) to: Darla Dakin, Executive Director at [darla@wapiyapi.org](mailto:darla@wapiyapi.org). Please, no phone inquiries