



AAA Academy

Camp Director Job Description

AAA Academy Mission: To provide a quality, accessible educational program that empowers students through creating and enhancing their individual experience by offering diverse enrichment and traditional courses in Academics, Arts and Athletics.

AAA Academy Day Camp is an enrichment program of Redlands Educational Partnership. Together these programs work to provide enrichment opportunities for local youth to learn in informal instruction on a variety of topics driven by youths' interests.

We are looking for an enthusiastic Camp Director to manage our camp. In this role, your duties may include designing suitable recreational activities, ordering camp supplies, and training camp employees. Your duties may also include modifying activities to suit the needs of specific groups.

To ensure success, Camp Directors should exhibit experience in developing camp curricula and demonstrate the ability to assume responsibility for the day-to-day management of a camp. Outstanding candidates prioritize the safety of all campers and ensure an excellent camp experience.

Camp Director Responsibilities:

- Consulting with stakeholders to determine camp requirements.
- Developing a camp curriculum with level-appropriate leisure and recreational activities.
- Planning daily camp activities and creating activity schedules.
- Presenting camp information to prospective clients, when required.
- Overseeing camp employees, accommodations, and meals, as well as ensuring the wellbeing of campers.
- Modifying activities for campers with special needs.
- Ensuring safe practices and a healthy camp environment.
- Keeping records and documenting processes.

Camp Director Requirements:

- Demonstrable experience as a Camp Director managing similarly structured camps.
- Extensive experience in planning and developing camp curricula, as well as modifying activities when required.

- Advanced ability to hire, train, and oversee camp employees, as well as ensuring the campers' wellbeing.
- Extensive experience in working with children, as well as arranging camp accommodations, meals, supplies, and equipment.
- Ability to manage budgets and monitor expenses.
- Working experience in office software, including MS Word, Excel, Outlook Express, and Powerpoint
- In-depth knowledge of activity-related safety regulations, as well as health and sanitation requirements.
- Ability to document processes and perform recordkeeping.
- Excellent interpersonal and communication skills.

Rate of Pay and Hours:

- Rate of Pay \$25.00-28.00DOE
- Hours: 8 hour shift, as scheduled. May vary due to needs of camp and campers.
- Reports to: AAA Academy Director
- Supervises: Camp Counselors, Reception, First Aid Personnel