



## **Job Title: Camp Director, Camp Big Timber Outdoor Academy**

Reports to Program Director, Three Fires Council BSA

In collaboration with the Elgin School District U-46, the Three Fires Council has developed an outdoor summer enrichment program for 1st through 6th grade students. We are seeking educators and staff to work with children in part-time and full-time positions. This program operates June 5<sup>th</sup> to August 3<sup>rd</sup> on Monday through Thursday each week. There is a full day program from 9am to 4pm and an afternoon program from 1pm to 5pm.

### **Job Purpose**

As the Camp Director, you will lead your team of Educators and Camp Counselors in delivering a unique outdoor education experience for hundreds of students. Your goal is to create a safe and fun environment that fosters each individual student's desire to learn in an outdoor classroom setting. The Camp Director will infuse their own creativity and talent into the development of every student in our program.

### **Duties and Responsibilities**

- Assist with recruiting, interviewing, hiring, and training staff.
- Oversee daily operations of camp while creating a highly organized and professional experience for staff and students.
- Supervise, support, and coach a staff of 20 – 30 members ensuring a positive experience for all.
- Assist in classes, providing support where needed, potentially leading classes or delivering program/curriculum.
- With assistance, help supervise a total program budget totaling over \$200,000.
- Participate in lunch/snack delivery, check-in/check-out procedures, and opening and closing of daily camp activities.
- Ensure proper reporting of lunch and snack program is complete and submitted on time.
- Hold regular staff meetings, as needed, at the beginning and end of the program day.
- Ensure all staff and participants adhere to the guidelines set forth in the staff and participant code of conduct.
- Maintain a safe environment for campers and staff.

### **Program Development**

- Develop appropriate programming for youth participants including rainy day program.
- Provide list of required supplies needed and work with the Council support staff to secure materials needed.
- Adjust program as needed to meet circumstances that may arise.

### **Parent Interaction**

- Follow up with questions/concerns from parents about program.
- Provide information to parents necessary related to behavior issues during program.
- Send regular communications through our registration software informing parents about schedule changes, program updates, etc.

### **What you'll get**

Leadership experience, professional growth, and a rewarding experience knowing you are making an impact in the lives of hundreds of children. This camp is unique in that it's located outdoors and designed to let students learn at their own pace. Three Fires Council, BSA is committed to ensuring your experience is one of fulfillment and growth.

### **Qualifications**

- At least 3 years of teaching experience (preferred)
- At least one year in a leadership role in an educational setting (preferred)
- Age 21+
- Curriculum development and delivery experience
- Teaching license K – 8 (preferred)
- Demonstrated leadership experience
- Administrative, communication, organizational, and time management skills

## Requirements

- Passionate in working with children and educators.
- Ability to connect with children and ensure educational and emotional needs are met
- High energy, excellent work ethic, and infectious enthusiasm
- Flexibility to meet needs of staff and camp including time, schedules, and weather
- A great communicator with staff, participants, and parents
- CPR/First Aid certified or willing to become certified by start of camp (provided by Three Fires if needed)
- Youth Protection Training provided by Three Fires Council
- Pass a criminal background check. (Conducted by Three Fires Council)
- Ability to balance multiple tasks efficiently.

## Hours and Dates

On an average day, camp check-in will begin at 8:30am and run through 3:30pm with check-out ending by 4:00pm. Camp operates Monday through Thursday starting Monday, June 5<sup>th</sup> and ending Thursday, August 3<sup>rd</sup>. The camp will not operate on July 4<sup>th</sup> in observance of the National Holiday. Camp Staff training days will be May 30<sup>th</sup> – 31<sup>st</sup> and June 1<sup>st</sup>.

## General Hours

- Most staff will work from 8am – 4pm Monday through Thursday.
- Being a camp leadership position, it is expected to work before and after the start of the day as needed.
- Staff meetings: during regular work hours before or after the start of programming
- Training/setup day: participate in a mandatory training/setup day in the days before camp begins
- Camp cleanup: participate in cleaning and packing up camp for an additional 1-5 hours in your last week of camp, typically some additional hours at the end of the day.
- The Camp Director may work to send communications in the evenings as needed to update parents on changes to the next day's schedules or programming.

The needs of camp and resulting staff hours may vary. We seek and make offers to staff who we believe can thrive in a flexible environment, both professionally and personally.

## Compensation

Three Fires Council is committed to compensating staff competitively.

- The Camp Director will be compensated at a regular weekly salary starting at \$1,000 per week.
- Pay is based on experience and qualifications.
- Summer staff positions are temporary, seasonal, non-benefited positions and do not include paid vacation time
- Potential for any dependent children within the age range of programming to attend camp for free

## Physical Demands and Working Conditions

Due to the nature of the program, applicants will be physically active with energetic children throughout the entire day. It will therefore be a physically demanding job and will require a high level of physical endurance. This includes but is not limited to:

- Some lifting and carrying up to 40 lbs.
- Seeing, hearing, speaking, standing, walking, typing, writing, reading.
- Use hands and fingers to help with classroom supplies and operate equipment.
- Potentially needs to be certified to operate camp vehicles on camp property.
- Camp Big Timber is a 75-acre outdoor education center located in Elgin, IL. Although there are multiple indoor venues for use, it is the intent of the program to be outdoors much of the time. Accordingly, applicants must be willing and able to teach outdoors.

All interested applicants should send a current resume and cover letter to: [Donnie.helstern@scouting.org](mailto:Donnie.helstern@scouting.org)