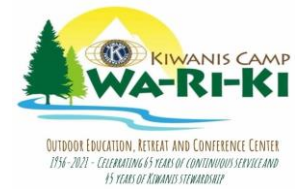


Kiwanis Camp Wa-Ri-Ki
Job Description



Job Title: Camp Director
Classification: Exempt, 1 FTE
Reports to: Board of Directors President (or their designee)
Supervisory: Program Director, Camp Host, Maintenance Coordinator, Volunteers and Contract Personnel
Salary: \$54,000 - \$58,000 annually

Our Mission, This Place

It is our mission to provide an outdoor experience that offers optimal development of at-risk youth and our communities through recreational, educational and leadership opportunities.

The Southwest Region of Washington State reflects the ancestral and modern homes of First Peoples including the Cowlitz, Yakima and Klickitat tribes. The First Peoples of Skamania County called themselves, Chilluckittequw. We acknowledge that we are on the ancestral, modern lands and traditional territories of the Chilluckittequw People.

Diversity, Equity and Inclusion

Kiwanis International and Camp Wa-Ri-Ki have adopted a resolution that encourages leaders and members to build a culture and maintain environments that develop and nurture mutual respect for all celebrating diversity, equity and inclusion in our programs and operations.

Position Purpose:

To further the mission of Camp Wa-Ri-Ki through the development and management of programs, human resources, financial resources, marketing, and strategic operations.

Essential Job Functions:

1. Design, deliver, and evaluate camp program that meets the needs and interests of the camps target populations and ensure their delivery in a safe and quality manner.
 - Remain current with information on the developmental needs of youth.
 - Annually seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
 - Develop and implement crisis and risk management procedures.
 - Design and ensure delivery of programs and activities appropriate to the camper population.
2. Manage recruitment of schools to camp and delivery of Camp Wa-Ri-Ki's outdoor school learning program, *Earth and Sky Nature School* and ensure compliance with NASA's GLOBE Goes to Camp curriculum as well as NAAEE standards.
3. Oversee the financial management and fund development operations to allow for adequate annual funding and to meet long-term goals.
 - Develop and monitor budget for the camp operations.
 - Develop and design long-term fundraising strategies for the camp program and facilities.
4. Design and implement a marketing plan to increase camper attendance and camp usage.
 - Prepare and analyze enrollment trends.
 - Develop and implement recruitment and retention strategies.
5. Implement human resource management practices to recruit and retain seasonal and year-round staff.
 - Recruit staff based on camper enrollment and program management requirements.

- Hire, train, supervise, and evaluate seasonal and year-round staff.
6. Manage property development and maintenance needs to ensure stewardship of current resources and identification of future needs.
 - Conduct annual assessment of property and maintenance needs.
 - Prepare annual and long-term property plan.
 7. Oversee the daily operation of the summer resident and day camp programs including food service, program, business, camper and staff supervision, and health care.
 - Oversee the management of the food service area through supervision of Food Service Manager and review of food service program.
 - Secure sufficient coverage in health care staff and their implementation of the health care plan including, but not limited to, COVID prevention best practices.
 - Develop and oversee the business management functions of the camp including financial record keeping, office operations, camp store, etc.
 - Oversee the systematic approach to data base management for campers, families, alumni, and donors.
 - Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.
 8. Work collaboratively with the Board of Directors, Staff and Volunteers explore and implement best practices related to justice, equity, diversity, and inclusion (JEDI).
 9. Work with Staff, Volunteers and the Board of Directors to identify environmental education training as necessary to deliver programs.

Relationships:

Engage with businesses, organizations, government entities and funders to ensure Camp Wa-Ri-Ki is well-known and can develop partnerships as needed for programs and operations.

Equipment Used:

Proficiency in computer skills and related word processing, data management, and Internet computer software. In addition, knowledge of some maintenance, office, and kitchen equipment as well as ability to drive different vehicles.

Qualifications: (Minimum Education and Experience)

This position seeks a leader with minimum of a college degree or equivalent related life experiences and organizational administrative experience. Experience with programming and administering programs that reflect the camp's outdoor environmental programs and population is strongly preferred.

Physical Requirements:

This position requires the ability to listen to others, observe others' actions, read text and information; comprehend instructions and manuals, and physical ability to move about the camp property in various environmental conditions.