



On Site Camp Director

The Camp Director is a seasonal summer position that oversees the day-to-day operations of Camp Live Oak, provides leadership to all camp staff, and is the camp liaison between Camp Live Oak campers and parents. The Camp Director is a leadership position with many responsibilities relating to the safety of children and adults. The ideal candidate is organized, creative and energetic with a passion for the environment, outdoor activities, and children's development. We have two locations, one in Dania Beach and one in east Ft. Lauderdale.

ABOUT CAMP LIVE OAK

Camp Live Oak, the *only* ACA accredited camp in Broward County, has been offering award-winning, educational outdoor programs for over 20 years in two local state parks. Children ages 5-13 experience a traditional day camp with exciting activities including archery, canoeing, swimming, surfing, non-competitive sports, paddle boarding, hiking, fishing, arts and crafts, field games, hands-on science, photography, teambuilding, ranger-led programs, expert guest speakers, animal interaction, habitat preservation, beach exploration, field trips, sleepovers *and more!* In addition to meeting the ideal adult/camper ratio required for American Camp Association accreditation, our staff is comprised of highly qualified certified teachers, specialists, scientists, state guides, ecologists, environmentalists, and water safety instructors. We also adhere to over 300 ACA health, safety and program standards. We have two beautiful camp locations: Birch State Park, 3109 E. Sunrise Blvd., Ft. Lauderdale, FL 33304 and Oleta River State Park, 3400 NE 163rd Street, N, Miami Beach, FL 33160.

RESPONSIBILITIES:

- Demonstrate an enthusiastic positive attitude and strong leadership to camp staff and children ages 5-13.
- Supervise all aspects of day to day operations of Camp Live Oak including, but not limited to, safety, staff management, activity completion, etc.
- Oversee new camper registrations and transfer of monies to camp office.
- Oversee all camp store transactions and inventory.
- Supervise various camp activities including swimming, canoeing, archery, science, art, sports, field games, field trips, guest speakers, etc. to ensure that all campers are engaged and that all safety and program standards are being met.
- Establish communication with the Dir. Of Admin and Sports Programming to ensure that equipment and facilities are safely and properly prepared and maintained throughout the summer.
- Ensure all safety precautions are strictly followed by Camp Staff and campers.
- Adhere to all policies and procedures stated in the employee manual including American Camp Association (ACA) Standards and Leave No Trace Principles.

- Provide direction and leadership to approximately 30 staff members in an effective and positive manner. The staff is comprised of teachers, college students, and high school students.
- Effectively manage, coach and mentor the camp counselors and provide on-going, constructive evaluation to all Camp Live Oak staff and jointly develop improvement plans when necessary.
- Oversee any staff disciplinary procedures for counselors and campers
- Facilitate weekly staff meetings at the end of each week to create a cooperative team atmosphere.
- Support the camp staff to ensure that they have all necessary supplies and materials for planned activities.
- Establish communication with the Dir. Of Admin and Sports Programming in regards to camper behavioral problems and parent interaction.
- Maintain open communication with the camp counselors and Camp Office Staff
- Other duties as assigned by the Associate and/or Camp Director may vary

BASIC QUALIFICATIONS

- The Camp Director should exhibit enthusiasm for all camp activities as a role model for the counselors and campers. The Director should be an avid lover of the outdoors and nature, while also having creativity and spontaneity to encourage a truly fun and engaging atmosphere at camp.
- The Camp Director should demonstrate authority in order to maintain a safe and organized camp, but also a friendly nature in order to create an enjoyable working, learning and playing environment.
- The Camp Director must be able to multitask while accomplishing widely varying tasks that may range from team leadership to childcare to specific camp activities.
- The Camp Director must have the ability to establish and maintain effective working relationships with the camp staff, parents, and campers.
- The Camp Director should have the ability to communicate effectively orally and in writing and be organized in order to maintain a structured and successful camp.
- Other qualifications include: desire and ability to work with children outdoors, ability to relate to one's peer group, ability to accept supervision and guidance, ability to assist in teaching activities, good character, integrity and adaptability, enthusiasm, sense of humor, patience, and self-control.

EDUCATION AND TRAINING

- Certified Teacher working with children ages 5 – 16 or previous Camp Director experience. Minimum of 3 years working in a supervisory position managing personnel and budgets.
- Excellent customer service and communication skills.
- Experience in an outdoor camp setting is a plus
- Completion or education toward a degree in the recreation or education field is a plus
- Fluency in Spanish is a plus.

WORKING CONDITIONS

- Pre-camp planning is required and to start immediately until the start of camp. Flexible schedule is available.
- Summer work hours are for June – August, Monday – Friday, 8:00am – 4:00pm with two weekend requirements during the summer and a few pre-camp workshops which will be held on evenings and/or weekends in May. Occasionally additional hours may be required during the summer due to the nature of a summer camp program.
- Applicants must be available to attend pre-camp Counselor Training sessions in May and must work the full ten week camp session,.
- The pay rate for this position is \$17.00 - \$20.00 an hour depending on experience and does not include benefits.
- The Camp Director will be working in an entirely outdoor environment (local state park) during the summer in South Florida which may include hot and humid days. Therefore, the Camp Director should enjoy working outside and not be overly concerned with getting dirty. The Director must occasionally lift and/or move up to 30 pounds including sports equipment and other camp supplies as well as drive a golf cart.

TO APPLY:

Please submit a COVER LETTER and RESUME to info@campliveoakfl.com
Applications will be accepted until the position is filled.