



Camp Washington- Episcopal Church in Connecticut (ECCT) Job Description

Job Title: Summer Camp Program Director

Reports to: Executive Director

Date Posted: November 2024

Dates of Employment: Part-time Seasonal (March- August)

Employer Overview: Camp Washington is the camp and retreat center for the Episcopal Church in Connecticut. We are an inviting, diverse, accepting community that offers a safe place for reflection and renewal, education and training, that encourages creativity and a sense of adventure by exploring and experiencing God's mission of restoration and reconciliation. From summer camp to retreats and diocesan events, Camp Washington is a year-round place for discipleship rooted in the beauty of God's creation and love.

Position Summary: A leader in all aspects of the residential camp program responsible for furthering the goals of Camp Washington through active recruitment of staff and campers, program development, marketing and social platforms.

Key Responsibilities:

1. Plan program to reflect camp goals determined by the Executive Director and the Board of Directors.
2. In collaboration with the Executive Director design a staff structure, hire and put in place a diverse community of counselors and program staff to support the goals of the program, within the confines of the budget.
3. Uphold State of Connecticut regulations and 5-year ACA Accreditation.
4. Maintain the approved budget for camp operations.
5. Prepare and conduct pre-camp and in-service staff trainings. Ensure all certifications and ratios are met.
6. Ensure all staff are Safe Church trained and certified.
7. Develop and oversee a culture of inclusivity, encouragement and kindness. A culture where all are welcomed, valued, and encouraged.
8. Oversee the daily operation of summer camp- camper/staff supervision, program, parent needs, health care, and any other issues that may arise.
9. Supervise and evaluate or supervise evaluations of all summer staff.

10. Work with Assistant Director and/or Head Counselor to develop and implement the Counselor in Training program.
11. Oversee and monitor crisis, risk management, and healthcare procedures, including emergency plans.
12. Organize and/or approve trips out of camp for program, supplies and crisis management, monitoring vehicle use.
13. Monitor safety and all procedures as they pertain to the complete supervision of all campers and staff.
14. Prepare an evaluation and summary of current season including inventories, staff evaluations, camper reports and recommendations for the following season, including accident reports, nurses log and health forms of all staff and campers at end of camping season.
15. Work with Executive Director and his/her designee to develop marketing strategies for summer camp.
16. Create and maintain content for social media.
17. Collaborate with clergy/chaplains to implement a thematic Christian Formation curriculum.
18. Conduct parish visits as agreed upon with Executive Director.
19. Remain current with youth trends and create appropriate programming that well positions Camp Washington.
20. In collaboration with the Executive Director, honor appropriate past traditions while helping us build new.

These are not the only duties to be performed. Some duties may be reassigned other duties may be assigned as required.

Qualifications:

1. Lively faith in Jesus Christ, knowledge of the Episcopal Church and a commitment to serve all of the people and parishes of the Episcopal Church in Connecticut by professional conduct and personal example.
2. Bachelor's Degree in camp administration, recreation, or related field preferred
3. Minimum age of 25
4. 2-4 years supervisory and/or camp ministry experience

Essential Functions:

1. Ability to meet State of Connecticut licensing and ACA Accreditation Standard requirements.
2. Current CPR and first aid certifications.
3. Ability to manage a staff of 20-30 people, comprised of young adults, students, clergy, and other professionals.
4. Passion for youth camping, and being in the outdoor beauty of God's creation
5. Ability to communicate well, verbal, and written word with campers, parents, staff and others.
6. Excitement to lead, teach, and encourage young people, offering patience and flexibility.
7. Have visual and auditory ability to observe, evaluate, and respond to environmental and other hazards throughout the camp program.
8. Familiar with, and open towards the practices and beliefs of the Episcopal Church.

9. Ability to physically observe all aspects of camp operation
10. Possess the physical strength and endurance required to maintain constant supervision of camp staff and campers with minimal time off during camp operation.
11. Camp Director will reside on the Camp Washington campus during camp season and other times as discussed with Executive Director.

To apply, send resume and cover letter to:

bgeissinger@episcopalct.org

or:

Bart Geissinger

Executive Director- Camp Washington

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