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# THE OUTING CLUB

*Woodward Park • OCIC Gym • Knights Hill Nature Park*

The Outing Club is hiring a Summer Camp Director. This is a stipend position that runs from May 31, 2022 to August 26, 2022. This position reports to the Executive Director of the Outing Club.

Applicants who demonstrate strong organizational skills, leadership, and have a passion for youth recreation/sports are encouraged to apply. Previous management experience is a plus. This position runs Monday through Friday, from 7:30 am to 4:30 pm.

## **JOB DESCRIPTION**

Summer Camp Director will oversee most aspects of staffing, programming, and camper relations for our summer camp season. Duties include staff hiring and training, site and resource organization and program management. Responsibilities include directing staff trainings, weekly staff planning, managing camper information and groupings, maintaining fiscal records and working within a budget, maintaining camp resources and supplies, and interacting with parents, campers, staff, and administration as needed.

## **RESPONSIBILITIES**

- Develop and coordinate summer camp program for a safe, fun, and high quality program
- On-site program leader for 20-50 campers and 3-6 staff members
- Oversee all hiring/training of staff
- Coordinate via email with parents to insure all paperwork is set before the week of camp
- Maintain fiscal record for summer camp, working with a fixed budget
- Oversee designation of camper groups
- Maintain a positive team environment that includes campers, staff, and families
- Communicate with parents via email and phone weekly in regards to program changes, happenings, etc.

## QUALIFICATIONS

- At least 21 years old
- Previous experience in supervising or managing a program preferred
- Previous experience working at a day camp a plus
- Comfortable working with children
- Works well with minimal supervision
- Outgoing and positive, energetic attitude
- Ability to lead a team
- Ability to demonstrate professionalism at all times on the job

This is a stipend position

Compensation: \$11,440 (\$1,760 paid bi-weekly)

Start Date: May 31 2022

Location: New London, NH

**To apply:** Please provide a resume demonstrating the required experience and skills and a letter of interest, to [jaryd.piecuch@theoutingclub.org](mailto:jaryd.piecuch@theoutingclub.org) with Summer Camp Director in the subject line.

The Outing Club is an EOE and does not discriminate on the basis of race, color, creed, place of national origin, sex, age, sexual orientation or physical handicap in its employment practice.

Learn more about The Outing Club at [www.theoutingclub.org](http://www.theoutingclub.org) as well as our new facility [www.mountainsiderfc.com](http://www.mountainsiderfc.com)