



Morgan Memorial Goodwill Industries

Morgan Memorial Goodwill is a dynamic, growing \$27 million not-for-profit organization. Our mission is to provide exemplary job training and related services to help individuals with disabilities and other barriers to self sufficiency to achieve independence and dignity through work. *Not charity but a chance.*

JOB TITLE: Camp Director, Goodwill's Fresh Air Camp

The Goodwill Fresh Air Camp provides a camp experience that will excite and inspire an appreciation for the learning process!

Located on 500 acres of woodlands, fields, and ponds in South Athol, Massachusetts, the Fresh Air Camp offers a fun and enriching overnight camp experience during the summer months for boys and girls ages 8 to 16. Fresh Air Camp is accredited by the American Camp Association.

SUMMARY: The Camp Director is responsible for the overall management, direction, coordination, and evaluation of our Fresh Air Camp. This includes planning, directing, and supervising all camp programs and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Define camp goals and/or define and plan program to reflect camp goals.
- Originate and carry out a system for recruiting campers and staff utilizing brochures, telephone calls, reunions, referrals, etc.
- Prepare and conduct pre-camp and in-service staff trainings.
- Order or supervise the ordering of food, supplies, and equipment, and arrange for proper distribution.
- Set and supervise office procedures, opening- and closing-day procedures for staff and campers.
- Develop routines, schedules, and procedures for camp operation.
- Assign staff activities and other responsibilities.
- Assign staff and campers to cabins or groups.
- Supervise and evaluate, or supervise evaluations of, all operations and program staff.
- Maintain and review records and evaluations of all programs, operations, staff, and facilities.
- Prepare an evaluation and summary of current season including inventories, staff evaluations, camper reports, and recommendations for the following season.
- Define and monitor crisis management plan, including emergency procedures.
- Organize and/or approve trips out of camp for program, supplies, and crisis management.
- Monitor safety and all procedures as they pertain to the complete supervision of all campers and staff.
- Help provide an atmosphere for developing good morale and well-being among the camp family.
- Ensure accuracy and timeliness of payroll submission and other administrative duties.
- June through September 1 will be spent at the summer camp (Athol) where residency is preferred; housing is provided. If residency is not maintained, commuting will be necessary.
- Other duties, as assigned.

SUPERVISORY RESPONSIBILITIES:

- Directly supervise all Summer Camp staff and carry out responsibilities in accordance with the organization's policies and applicable laws.
- Responsible for interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS/ REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in Human Services and/or five years in related field. Excellent communication and computer skills required. Must have at least one season of camp administrative experience (i.e., unit leader, head counselor). Experience with urban youth preferred.

OTHER SKILLS and ABILITIES:

Must be able to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS:

Requires a CORI and SORI check. Current First Aid and CPR certification. ServSafe preferred.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel objects, tools or controls, and talk or hear.

The employee must frequently lift and/or move between 5-20 pounds daily. Specific vision abilities required by this job include depth perception, peripheral vision, the ability to adjust vision to bring objects into focus and night vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Rustic camp setting with no air conditioning, and exposure to possible extreme environmental conditions.

CONTACT INFORMATION:

If you would like to put your professional experience to work in a dynamic, growing organization, consider Goodwill. Send your cover letter, resume, and salary requirements to Human Resources at: hr@goodwillmass.org

To learn more about Goodwill, visit us at www.goodwillmass.org