



Job Description: Site Director CC2022

Employer: Camp Captivate, a program of Science Smart Kids Inc.

Job Title: Site Director

Locations: (one of the following)

- Triton Museum of Art, Santa Clara, CA
- Holy Family School, San Jose, CA
- St Joseph's School, Mountain View

Salary Range for Director: \$30-\$42/hour, depending on director experience and credentialing

Salary for at-home Preparation or marketing: \$20/hour (for a predetermined number of hours)

Camp Hours: M-F, approximately 8 hours per day (roughly 7:30 AM to 4:30 PM)

Minimum Requirements:

- BS or BA Degree (although an AS or AA or enrollment in a BS or BA with 3-5 years of relevant work experience may be substituted)
- 3 year of classroom teaching, substitute teaching , camp counselor, paraeducator, director or related experience in a school or camp setting
- Leadership roles
- Childcare experience (supervision)
- Good organizational skills
- Fluent in technology to include the google suite and related software.
- Positive behavior and strong boundaries and redirection of negative behaviors
- Good interpersonal skills
- Strong computer skills - g suite
- Can take quality photos and video and upload to shared location

Preferred Requirements:

- CA clear teaching credential
- Administrative Credential
- Camp Experience- director role

- Camp experience - teacher role
- Experience leading professional development or training
- Marketing experience

Duties for Precamp Phase

- Collaborate with the owner and the fellow directors
- Develop and facilitate staff training.
- Help with finding candidates for positions.
- Help with the delegation of precamp prep work
- Help with the organization of camp materials

Description of Typical Day during the Camp Phase

After arriving on site at 7:30 AM, the director will unlock the classrooms and restrooms and touch base with the staff with a brief morning meeting to go over what each teacher will be doing today and the schedule/breaks. The director will make sure someone is in charge of AM extended care. The director will ensure the set-up of the "Sign In" table. The director will lead the whole-camp Morning Assembly each day from about 9:15 to 9:30 to discuss expectations, safety, and what each teacher will do each day. On Mondays, there is the extra job of putting out the camp t-shirts and checking the emergency cards for accuracy with the parents. The director will enforce COVID safety best practices and procedures. Throughout the camp day, the director makes sure that teachers and staff are following the schedule and that all staff are doing their job duties in a satisfactory way. The director will cover classes so the teacher or leader can take breaks or lunches. The director will make sure that the supervision is in each key position for outdoor play. The Director makes sure that the materials are available and well organized. In addition, the director interacts with parents, students and staff to solve problems as they arise. The director will make sure proper first aid was administered and that an "incident form" was filled out. Communication is a key role, which includes emails, voicemails and phone calls. One of the important roles is touching base with each teacher on a shared google doc which summarizes what each group did each day—the director uses this to send out an afternoon "camp highlights" email. The director makes sure that the PM extended care staff is well trained in checking IDs and emergency cards for authorized pick ups. The director makes sure the facility gets locked and alarmed each evening. On Fridays, the director completes and shared out a parent slideshow highlighting the key events and photos for the week for each program. Lastly, the director plans and implements the move in and move out procedure, to include the putting away of materials for long term storage at the end of the season.

Note: The details of the director role are outlined on a separate document and are on the offer letter.