



Job Description: Site Director CC2024

Full Job Description for Camp Captivate- Camp Director

Location:

TBD in San Jose or Santa Clara (St. Leo the Great, Holy Family, or St. Justin's)

The Camp Directors are part of the leadership team, partnering with Camp staff, the owner and interns to bring camp to life. The Camp Director supports the smooth operation of a single camp site — training staff, supervising staff, planning programs, delighting parents, and so much more.

We value having collaborative team members who aren't afraid to share unique experiences and viewpoints at Camp Captivate.

This position involves working on training, scheduling, and interacting with staff and parents.

ABOUT CAMP CAPTIVATE

Camp Captivate is a summer S.T.E.A.M.day camp that was started by a local mom and teacher, and the camps are the main focus of the company. Science Smart Kids Inc. also offers STEAM workshops, corporate "take your kid to work day" events, library workshops, etc. Camp Captivate specializes in S.T.E.A.M. programming and our mission is to spark creativity and curiosity in kids. We want every kid, every staff member, and every parent to feel welcomed, special, heard and seen. We believe in hands-on learning and encourage kids to try new things and make new friends. Our staff are role models of joy, positivity and confidence. Working with kids is not easy (actually it can be exhausting!), but it is important work-work that impacts our future. Camp staff are welcomed to share "glows" and "grows" and be part of the ever evolving mission to continually improve our programs.

Position Description:

ESSENTIAL RESPONSIBILITIES

- The Camp Director, oversee daily operations of camp, creating an organized, positive and professional camp experience for campers and staff
- Provide the overall support and management of camp staff, as well as administrative tasks
- Lead and manage up to 10 staff members or interns, ensuring quality group leadership, and overall professional performance
- Assist in classrooms and providing coverage and support as needed, including potentially leading camper groups or delivering curriculum
- Provide excellent customer service to camp families
- Collaborate in creating master daily schedule and break schedule for your site
- Provide breaks for staff members
- Contribute to and participate in sign-in and sign-out, daily opening and closing ceremonies, all-camp activities, and snack & lunch supervision and programming
- If needed, manage the Extended Care program, including staffing assignments and activity planning
- Maintain safe environments for all campers
- Work with the Assistant Camp Director, if one is provided, to provide a safe and well-organized camp.
- Take photos and organizes photos/videos in Google photos folder
- Create an "end of week" presentation and YouTube video of camp highlights, which is shared with parents.
- Write "daily update" emails to parents
- Have teachers fill out the "daily update" and then communicate with parents daily
- Respond to emails and phone calls and keep a log of communication with parents
- Manage drop-in daycare and charge accordingly
- Use the Sawyer software to manage rosters, camper information, and finances
- 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

REQUIREMENTS

- Genuine love and interest in working with children and/or education
- Ability to maintain an excellent work ethic, a high level of energy and exceptional enthusiasm each day
- Responsibility and Reliability
- Flexibility to meet changing needs and demands while balancing multiple tasks efficiently
- Ability to work collaboratively on a team, with an openness to feedback and a desire to grow professionally
- Strong organizational skills and attention to detail
- A great communicator with families and guardians
- CPR/First Aid certified within the last 2 years
- Fingerprinting/background check through Verify Group

EXPERIENCE & EDUCATION

- College degree required
- CA Clear teaching credential preferred
- 1-3 years of full time school experience/classroom experience - teaching experience preferred
- Demonstrated leadership experience
- At least 1 year of office/administrative experience- Experience working with kids or in a camp setting preferred

WORK HOURS AND DATES

The camp day runs, on average, 5-8 hours for Camp Directors, totaling to 30-40-hour work weeks. Camp Directors typically work 30-40 hour weeks between the following times: (The offer letter will specify exact hours based on needs.)

Shift:

Full day - M-F: 7:30 to 4:30 PM, OR

Half Day - M- F: 7:30 AM to 1:30 PM (with assistant director taking over for PM shift)

General Camp Staff Hours:

- Staff may work anytime between 7:30am and 6pm, Monday through Friday. Number of hours and start/finish time will vary between 20-40 hours/week by site, position and day
- Staff meetings: During regular work hours before or after the start of programming
- 2-12 hours of online training before camp begins
- Training and setup days: Participate in two mandatory training and setup days in the days before camp starts
- Camp cleanup: Participate in cleaning and packing up camp for an additional 1-5 hours in your last week of camp, typically some additional hours at the end of the day.

The needs of camp and resulting staff hours may vary. We seek and make offers to staff who we believe are capable of thriving in a flexible environment, both professionally and personally.

COMPENSATION AND PERKS

We are committed to competitively compensating staff. Regarding compensation:

- The pay range is **\$33-37/hour** for camp season (June 2024), and **\$30/hour** for pre season prep or meetings or training. (January to May of 2024)
- Staff are compensated at a regular hourly rate, with overtime at 1.5x the hourly rate in accordance with state and federal requirements. Exact hourly rate is based on location and is included in the offer letter.
- Staff will be compensated at an hourly training rate for 2-12 hours of online training to be completed before camp, and for 2 days on-site setup/training
- Summer staff positions are temporary, seasonal non-benefited positions and do not include paid vacation time
- Free weeks of camp and/or significant camp discounts (exact details contingent on location)

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 accommodation may be made to enable people with disabilities to perform the essential functions.

- Some lifting and carrying up to 60 lbs.
- Typing, writing, reading
- Seeing, hearing and speaking, both nearby and at a distance
- Use hand and fingers to help with classroom supplies and operate equipment
- Frequent sitting
- Standing, walking, kneeling