

## **Job Description: Director** Updated on 2.17.25

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

### **Company Description:**

Camp Captivate is a STEAM Camp that specializes in the thoughtful integration of Science, Technology, Engineering, Art and Mathematics. We believe that our small camp, which thoughtfully fuses science and fine arts, will ignite a passion for learning in our campers for a lifetime. We are a unique camp offering excellent ratios and attention to detail.

### **Job Title: Director**

### **Job Duties: Camp Season**

- 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 15 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 following a break schedule
- 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
- Take photos and organizes photos/videos in Google photos folder
- Create an “end of week” presentation for parents and YouTube video of camp highlights, which is shared with parents.
- Write “daily update” emails to parents no later than 4:00 PM
- Have teachers fill out the “daily update” and then communicate with parents daily by 3:00 PM

- 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
- Redirect employees and provide feedback or corrections as needed

**Job Duties: Pre-Camp Season (up through May 31)**

- Collaborate with the owner and the fellow staff
- Develop and facilitate staff training
- Help with finding candidates for positions
- Help with the delegation of precamp prep work
- Assist with making sure HR files of staff are complete
- Assist with the organization of camp materials and the move in
- Assist with the organization of camp materials and the move out
- Assist with curriculum development

**Minimum Requirements:**

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

**Preferred Requirements:**

- Administrative Credential

**Location:** St. Justin's School at 2655 Homestead Rd, Santa Clara, CA 95051

**Compensation:**

The pay range is **\$35 - 40/hour** for camp season (June to July), and **\$30/hour** for pre season prep or meetings or training. (January to May)

**Hours: (subject to change)**

M-F, 7:00 AM to 3:30 PM, approximately 7.5 hours/day (with hour lunch)

**For Dates, Themes and Daily Schedule, please visit [CampCapture.com](https://campcapture.com)**

STEAM Explorers Page:

<https://campcapture.com/explorers-camp/>

STEAM Jr. Page:

see website at <https://campcapture.com/steam-camp-jr/>

STEAM Plus Page:

See website at <https://campcapture.com/steam-camp-plus/>