



Head of Camps - Rinconada

The Head of Camps is responsible for managing overall operations of the Camp Programs. This position is a seasonal role. The Head of Camps is a role model for staff, and exemplifies integrity and the other key characteristics we expect of our employees: commitment, respect, responsibility and cooperation. In addition, this roll is a mentor for sportsmanship and positive human development to staff and camp participants alike.

Responsibilities include interacting with camp participants, parents and the community. The role requires working closely with the management team, problem-solving and professional communication to all participants, staff and parents and requires a high level of knowledge of the programs offered at Team Sheeper.

Specific responsibilities include (Other duties may be assigned):

- Hire and retain high quality employees
- Development, implementation, and monitoring of processes such as staff training, evaluations, scheduling, and communications
- Continuing to improve established curriculum to increasingly better serve our customers and the community.
- Fostering development of new programs and our camp programs.
- Development, implementation, and monitoring of processes such as evaluations, registration, and communications.
- Budget development and oversight for programs, including conducting competitive analysis.
- Working closely with Marketing to introduce and develop new ways to promote all programs and reach out to potential customers.
- Write and send out camp class descriptions, welcome letters, email and other communications to the community
- Identifying and developing strategic plans for new business opportunities or innovations that can improve the profitability and quality of our services.
- Working with extended staff to encourage cross-program communication and support whole-family participation.
- Developing departmental policies aligned to our company policies and goals
- Improving efficiency and streamlining processes.
- An awareness and appreciation of the costs and revenues for the department and working with management to ensure viability of the business.
- Developing and adhering to Risk Management procedures in alignment with the companies Safety policy, ensuring compliance with safety standards for all staff and participants.
- Ensuring appropriate supplies and equipment are available and in a good working condition for camp use. This includes taking inventory and purchasing new supplies; and disposal of worn out supplies.
- Motivating, coaching and mentoring employees to ensure a dedicated, enthusiastic, and positive work environment for all involved.
- Responsible for setting overall schedules and allocating appropriately-skilled employees to programs and activities.
- Represent the business and work with staff to follow corporate and department policies for example, dress code, and general staff behavior.
- Attending management meetings, conveying staff opinions to management and conversely informing staff of management decisions.

Supervisory Responsibilities

The Head of Camps reports directly to the CEO, and is an integral member of the management team. It is anticipated that this position will work collaboratively with other department managers and Service Center as needed. The Head of Camps supervises, manages, trains and schedules all camp counselors

Qualifications and Experience

- Must maintain certification in Red Cross Lifeguard Training and First Aid and CPR/AED for the Professional Rescuer.
- Fantastic communicator with demonstrated experience in working with a wide variety of audiences including, the public, staff, management, children and adults.
- Responsible energetic manager who enjoys working with children.
- Solid people management and development experience, including hiring and evaluation
- Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Strong organizational and computer skills including excel, word etc.
- Strong child development or sport psychology experience preferred.
- Experience working in a fluid, changing, or multi faceted environment.