

## **The Bolles School Job Description**

**Position Title:** Director, Bolles Day Camp

**Reports To:** Director of Auxiliary Services

**Summer Position 2020: May 26<sup>th</sup> July 17<sup>th</sup>**

**Purpose:** Responsible for planning, logistics, activities and personnel for Summer Day Camp.

### **Qualifications:**

- Bachelor's degree (B. A.) in education or related field from four-year college or university. Masters degreed preferred.
- Minimum of at least five (5) years related experience
- Strong administrative and organizational skills
- Ability to communicate effectively with parents, students, and personnel
- Must demonstrate competency with internet functions; as well as all software applications used in the regular functioning of the school
- Certification in CPR/First Aid

### **General:**

- Must demonstrate and support the School's *Mission*.
- Willingness to perform in a manner that reflects positively on The Bolles School.
- Must have the ability and willingness to communicate well, work congenially, and deal effectively with all school personnel and school families, as well as with the larger business and educational community.
- As a member of the Bolles team, perform all other duties as requested by the President or other Administrators.

### **Essential Functions:**

- Responsible for enrollment, program contents, camp schedules & personnel for Summer Day Camp Program
- Assist Director of Auxiliary with camp marketing plan
- Oversee camp volunteer program
- Stay current with trends as well as best practices in the camp industry while making modifications to the program as needed
- Prepares and coordinates the purchase of camp materials
- Reviews and plans for snacks and food purchases
- Interviews and recommends hiring of camp personnel
- Ensure all employees have completed the background screening process ten days prior to the camp start date
- Directly and indirectly supervise approximately 200 employees for Summer Day Camp
- Communicate with parents regarding facility activities, policies, and enrollment procedures
- Mediate counselor, parent, and camper concerns
- Reviews and evaluate facility activities to ensure conformance to state and local regulations
- Arrange medical attention for ill or injured children in accordance with parental instructions
- Manage both the early morning and extended care programs
- Assist with daily arrival and dismissal
- Create and execute all on campus and off campus field trips while also securing transportation to all off campus events
- Manage payroll timeline for all day camp staff

- Work directly with the Director of Auxiliary Programs to support the operations of the larger summer programs
- Communicate effectively with all Bolles stakeholders

**Physical Requirements and Work Environment:**

- Works in a noisy, fast paced environment both indoors and outdoors.
- Be able to occasionally lift up to 45 lbs.
- Work intermittently in outside weather conditions, including heat and cold.

This job description is not a contract of employment. The Bolles School reserves the right to modify or adjust the position as deemed appropriate in the School's sole discretion.