



## **YWCA Vermont Camp Hochelaga Year Round Camp Director Position**

**Overview:** YWCA Vermont Camp Hochelaga's Camp Director position is a dynamic and multi-faceted role responsible for the enthusiastic and professional leadership of all aspects of Camp Hochelaga's programs. The Camp Director works full-time year-round to ensure the continued success of all summer camp programs, shoulder season programs, public relations, marketing, alumni engagement, development and donor stewardship, site maintenance and capital improvements, and community partnerships. This is a high-level leadership position requiring an adaptable, experienced individual with a strong ability to effectively prioritize, thrive in a fast-paced work environment, provide positive supervision for a large team, and maintain consistently professional communication with the larger community. YWCA Vermont's mission of *eliminating racism and empowering women* is embedded in every aspect of the Camp Director role.

### **Benefits:**

- Medical and dental insurance (75% paid by YWCA and 25% paid by employee, single only)
- PTO of 3 weeks and paid holidays
- YWCA Retirement Fund (3% contribution after employee meets eligibility requirements)
- Moving Expense Assistance

**Responsible to:** YWCA Vermont's Executive Director

### **Qualifications:**

- At least 25 years of age (ACA accreditation requirement)
- Willingness to reside on site at Camp Hochelaga June 1 - August 31 annually, and to independently secure off-site housing September 1 - May 31.
- Bachelor's degree from an accredited college or university, preferably in camp administration, education, child development, outdoor education, or a related field
- Previous experience leading a large team, demonstrated ability to provide effective supervision
- Previous experience in development and fundraising, experience in grant writing preferred
- Demonstrated experience in risk management and crisis response
- High level understanding of equity, inclusion, and social justice as related to YWCA Vermont's mission values

### **CAMP PROGRAMS LEADERSHIP**

- Work with the Executive Director and Board of Directors to align all programs with the goals and vision of the organization's strategic plans
- Ensure that all programs incorporate and operate in support of YWCA Vermont's mission
- Maintain long standing program traditions that emphasize relevant, healthy, and culturally proficient
- Develop and lead high-quality seasonal staff training programs that meet or exceed all ACA standards and best practices for program operation
- Work to ensure a safe, inclusive, and welcoming environment at all times

- Ensure that all standards set forth by the American Camp Association and the Vermont Department of Health are met or exceeded, and that all inspections and accreditation visits are well-performed

#### **CAMP ADMINISTRATION LEADERSHIP**

- Recruit, interview, and hire seasonal staff to fill all necessary positions to run safe, healthy, growth-oriented program seasons in alignment with ACA standards
- Perform seasonal staff goal setting and evaluation
- Work with the Executive Director to establish annual program enrollment targets, work with the Assistant Camp Director and Office Manager to oversee effective registration processes for all programs
- Work with the Assistant Camp Director and Office Manager to oversee robust, accessible, and well-supported Circle of Girls camp scholarship program
- Take initiative to communicate promptly and professionally with families of children enrolled in programs
- Work with the Assistant Camp Director, Office Manager, and Lead Team staff to ensure the collection, maintenance and proper storage of information to ensure accurate record keeping across all platforms
- Deliver clear, timely reports to the Executive Director and Board of Directors as requested

#### **CAMP FACILITIES LEADERSHIP**

- Recruit, hire, orient and supervise Camp Hochelaga maintenance personnel
- Oversee the thorough maintenance of all aspects of facilities operations site-wide
- Oversee and facilitate all opening and closing procedures
- Work with the Assistant Camp Director to foster engaged community partnerships and schedule volunteer work days in the spring and fall
- Accurately assess maintenance needs at the close of each season to ensure appropriate and informed budget allocations for the following year
- Report needed capital improvements to the Executive Director and Board of Directors and assist in planning for the funding and execution of those projects
- Ensures that all facilities are maintained to meet or exceed standards set by the American Camp Association, Vermont Department of Health, and Vermont Department of Food & Lodging

#### **DEVELOPMENT & ALUMNI RELATIONS**

- Work with the Executive Director to facilitate robust, goal oriented annual campaigns
- Work with the Executive Director to steward donors of all sizes in ways that foster longevity of giving
- Work with Camp Committee to develop and maintain robust opportunities for alumni engagement
- Work with the Executive Director to maintain accurate, real time records of giving
- Encourage and support opportunities for alumni and donors to visit and observe programs in operation

#### **PUBLIC RELATIONS & MARKETING**

- Oversee marketing and communications for all programs, staffing needs, and organization initiatives
- Work with the Social Media Consultant to maintain an active and engaging presence on social media platforms that aligns with a year-long content calendar and furthers the organization's mission
- Actively seek community partnerships and participate in industry associations including the Vermont Camp Association and opportunities for professional development with the American Camp Association
- Work with the Executive Director to develop and share high level communications through new platforms, social media, email marketing, and program registration software in written and verbal formats

#### **ESSENTIAL FUNCTIONS**

- Ability to participate in a strenuous camp program with campers, while maintaining a high level of energy and enthusiasm.
- Willingness and ability to operate within existing YWCA Vermont policies and procedures.
- The person in this position frequently needs to traverse unpaved terrain and occasionally lifts up to 50lbs.

YWCA Vermont, Inc. does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

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