

## Camp Beausite Executive Director

**Position:** Executive Director

**Classification:** Salaried

**Reports to:** The Board of Camp Beausite and the Executive Committee. The Executive director is an ex-officio member of all committees.

**Salary:**

Salary range is \$35,000 to \$45,000 DOE

**Position Purpose:**

To further the mission of Camp Beausite through the identification, development, and management of programs, human resources, finances, marketing, strategic operations and public relations.

**Required Qualifications:**

A combination of experience, training and education that provides the required knowledge, skills and abilities associated with the position and its essential job functions. Preference given to applicants with a college degree in a related HS field.

Applicants must, as a condition of employment, successfully complete the following pre-employment processes: reference checks, state background screenings including criminal records and sex-offender registry check.

**Desired Qualifications**

Experience working with persons with physical and/or developmental disabilities

Experience working with governmental agencies

Experience and knowledge of non-profit accounting practices

**Necessary Skills**

Good public speaking skills, knowledge of computer and data bases, knowledge of the developmental and physical needs of the targeted camp population, successful experience as a fund raiser and grant writer.

**Essential Job Functions:**

The Executive Director must be able to demonstrate the following essential functions, knowledge, skills and abilities:

1. Oversee the financial management and fund development operations to ensure adequate annual funding and to meet long-term goals.
  - Develop and monitor budget for camp operations.
  - Design and implement long-term fund-raising strategies for the camp program and facilities: includes grant writing and seeking other forms of sustaining support.
  - Identify, enhance and expand relationships with service and community organizations.
  
2. Design, deliver and evaluate camp program(s) that meet the needs and interests of the camps identified populations and ensure their delivery in a safe and quality manner.
  - Knowledge regarding the developmental and physical needs of the targeted camp population
  - Annually seek and analyze input from the campers, their families and staff regarding the quality, safety, and enjoyment of the program and staff.
  - Develop, implement and assess crisis, risk management and safety procedures.

- Oversee programs and activities appropriate to the camper population.
3. Design and implement a marketing plan to increase camper attendance and camp facility use.
    - Analyze enrollment trends
    - Develop and implement recruitment and retention strategies.
    - Identify and implement expanded off-season uses for the facility.
  4. Implement appropriate human resource management practices to recruit and retain seasonal and year-round staff.
    - Recruit, hire, supervise and evaluate seasonal and year-round staff.
    - Establish and maintain effective working relationships with camp employees and volunteers.
    - Utilize effective negotiation and conflict-resolution skills.
    - Work with caretaker to determine property development and maintenance needs. Ensure stewardship of current resources, assets and identify future needs.
    - Conduct annual assessment of property and maintenance needs.
  5. Oversee the daily operation of the summer camp in cooperation and collaboration with the program director and all other staff.
    - Secure sufficient health services staff and oversee their implementation of the individual health care.
    - Communicate with parents/caregivers, as needed, regarding camper issues during camp sessions, and safety programs for each camper.
    - Implement safety/emergency procedures specific to CBNW.