



ST. JOHN'S PREP

Camp Director

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust and zeal, we educate students to be, do and stand for good in the world. We enroll 1,500 students from more than 60 communities.

The Camp Director at St. John's is responsible for developing and managing all aspects of the summer day camp program, including scheduling, programming, human resources, marketing and communication, and facilities planning. This is a full-time position for ten weeks camp during the summer with additional hours throughout the year, as needed. The Camp Director will report to the Director of Auxiliary Programs.

Responsibilities

- Assess, enhance, and, where appropriate, expand camp offerings that align with the School's mission and meet the physical, emotional, intellectual, and social needs of children.
- Manage the program to ensure a safe and secure environment for campers and staff.
- Collaborate with the Director of Auxiliary Programs and the Director of Marketing and Communications to plan and implement a comprehensive marketing program.
- Establish routines and enforce camp policies, procedures, and practices.
- Ensure compliance with the State of Massachusetts regulatory standards.
- Conduct risk management and safety training of all camp activities and employees.
- Recruit, hire, and train camp employees. Supervise and evaluate employee performance in accordance with camp policies.
- Develop and implement a comprehensive training program to effectively prepare all camp employees for their responsibilities.
- Create work schedules to proactively and efficiently maintain the program with minimal disruption.
- Maintain effective communication with camp parents regarding their child's experience, as needed.

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- Maintain the camp database. Prepare reports for and communicate with the Director of Auxiliary Programs.
- Collaborate with the School's facilities staff to plan and secure use of campus space, including classrooms, gym, the Mahoney Wellness Center, and athletic fields.
- Coordinate and organize registration in conjunction with the camp office manager.
- Oversee all camp activities and make any necessary program changes within the summer camp season.
- Monitor revenues and expenses and manage program in accordance with the budget.
- Write and distribute regular communications for camp constituents to provide updated information and create a sense of community.
- Annually seek and analyze input from campers, families, and staff regarding the quality of their experience with the program.
- Prepare and present an annual end-of-season report, consisting of financial analysis of program, camper, staff, and payment survey results, and recommendations for program changes and enhancements.

Qualifications and Background

- Bachelor's degree in related field and experience working with children
- Ability to work well in a team environment and collaborate with camp staff and other departments, campuswide.
- Excellent leadership, management and organizational skills.
- Strong communication skills both internally and externally with families.
- Patient, enthusiastic, self-controlled and dependable.
- Extensive knowledge of the laws that pertain to all camp activities in the State of Massachusetts.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

Interested candidates are asked to send a cover letter, résumé, a written statement of your philosophy of leadership, and academic transcripts, to Tracii Schaeublin at tschaeublin@stjohnsprep.org by December 20, 2018.

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