

# Summer Camp Site Manager - Job Description



**SUMMARY:** Summer Camp Site Managers (Site Mgrs) are vital members of a community supporting the mission of White Pine Programs. Site Mgrs are responsible for strong, clear leadership of their staff, ability to delegate, observe, communicate and determine best practice and discretion in any given situation. Site Mgrs work closely with the SC Director to create a strong camp foundation to support staff, volunteers, parents & campers to have high quality experiences. Site Mgrs report to the SC Director as direct supervisor. Site Mgrs are high-profile role models & spokespeople for White Pine Programs.

## QUALIFICATIONS:

- Current (or willing to obtain prior to employment): Wilderness First Aid & CPR certifications
- Experience working with children in a camp setting
- Strong communication skills
- Prior work in management
- Capable of physical labor outdoors in adverse conditions
- Previous work with 8Shields mentoring model preferred
- Wilderness skills and /or Naturalist training preferred
- Minimum age of 20 years old to hold this position



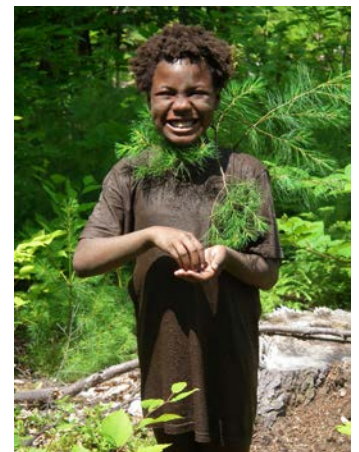
## COMPENSATION:

- Starting wage: \$15/hour
- This summer position begins June 3<sup>rd</sup> and will run no later than August 23<sup>rd</sup>
- Requires consistent overtime for up to 7 of the weeks

### *The Following Areas Summarize SC Site Manager Role:*

#### **Administrative & Preparatory Work**

- Design camp plan and curriculum specific to location and camper needs
- Collaborate with Site Assistant on staff training design prior to camp start
- Organize teen and adult volunteer needs prior to camp start
- Attend staff training in whole prior to camp start
- Lead & assist with training in a variety of ways including, but not limited to:
  - Prepping materials
  - Leading training blocks
  - Participate in feedback- giving and receiving
  - Participate in debrief meetings with SC Leadership Team
- Work closely with SC Director to make any necessary property preparations prior to camp.



#### **Leadership & Managing Risk**

- Support staff in their daily camp planning and problem solving
- Work closely with Site Assistant to ensure that property and equipment are maintained
- Assist staff with setting professional goals and follow up
- Observe and evaluate clan energy & safety
- Uphold culture of organization during summer camp
- In the field, provide direct support for staff including critical feedback
- Role model for staff, campers and volunteers new ideas, enthusiasm, unity, and creative solutions
- Mentor staff and volunteers during staff meetings and in the field

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## Program Design, Execution & Improvement

- When applicable, participate and supervise overnight camp for 11-14 year olds each week
- Lead and assist staff meetings and debriefs
- Share gifts, stories, or needed “magic” in the field with groups
- Visits groups in the field regularly

## Communication

- Communicate with camp families during drop off, pick up and as needed during camp day
- Give & receive clear, timely feedback relative to camp role to/from staff, volunteers & supervisors
- Complete mid and end-of-summer evaluations for staff

## Safety

- Role model adherence to safety protocols
- Ensure staff & volunteers adhere to WPP safety policies & protocols
- Ensure staff are completing “Accident Report” forms



## General

- This position calls for flexibility, a positive “yes!” attitude & willingness to do what needs to get done from managing behind the scenes to grunt work.
- Other tasks as needed at the discretion of the Summer Camp Director

## And Finally....Conduct

- **How** we do what we do at White Pine is just as, if not more, important as what we do. So, it’s critical that you understand what we expect in all of our Lead Instructors. This list is a good start...(to learn more about what it means to be a Piney staffer, [click here.](#))

★ Service Minded Attitude

★ Professional Presentation

★ Commitment to Professional Growth

★ Mentoring with Heart

★ Integrity & Maturity

★ Creative, Risk Taking Collaborator

★ Embodying Wildness

★ Provides Clear Feedback

## ~ END OF SUMMER CAMP SITE MANAGER JOB DESCRIPTION ~

