



Connecting kids, families  
and adults to nature  
since 1999

## Summer Camp Site Manager Job Description

**Summary:** The role of a Site Manager is to oversee staff, campers, volunteers and parents at one of our summer camp locations. Summer Camp Site Managers are vital members of a community supporting the mission of White Pine Programs. Site Managers are responsible for strong, clear leadership of their staff, ability to delegate, observe, communicate and determine best practices in any given situation. Site Managers work closely with the Summer Camp Director to create a strong camp foundation to support staff, volunteers, parents and campers to ensure a safe, high quality experience. Site Managers report to the Summer Camp Director as their direct supervisor.

### Qualifications:

- Current (or willing to obtain): Wilderness First Aid & CPR certifications.
- Experience working with children and teens in a camp setting.
- Strong communication skills.
- Prior leadership and/or management experience.
- Capable of physical labor in an outdoor setting.
- Preferred: previous work with 8 Shields mentoring model.
- Preferred: wilderness skills and Naturalist training.
- Minimum age: 20.

### Administrative & Preparatory Work

- Design and plan developmentally appropriate camp curriculum.
- Collaborate with Site Assistant on staff training design prior to the start of camp.
- Organize staff, CITS and volunteers to meet the needs of the site being managed.
- Attend mandatory staff training prior to the start of camp, and planning and debrief.
- Prepping materials.
- Leading training blocks as assigned by the Summer Camp Director.
- Work closely with Summer Camp Director to make any necessary site preparations prior to the start of camp.

### Leadership & Managing Risk

- Support and mentor staff in their daily camp planning, problem solving, setting and achieving professional goals.
- Work closely with the Site Assistant to ensure that property and equipment is well maintained.
- Observe and evaluate clan energy and safety during camp hours.
- Uphold culture of White Pine Programs during summer camp season, and provide direct support for staff including feedback and guidance.
- Model professional behavior for staff, campers and volunteers.
- Mentor staff and volunteers during staff meetings and in the field.

### Program Design, Execution & Improvement

- When applicable, participate and supervise camp overnights for 10-14 year olds each week.
- Lead and assist staff meetings and debrief meetings.
- Visits groups in the field regularly to identify their needs throughout the camp day.

### Communication

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

### Safety

- Ensure staff & volunteers adhere to WPP safety policies & protocols and be a role model for these practices.
- Ensure staff complete "Accident Report" forms.

### Compensation:

- Competitive pay based on experience and education.

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