

Camp Haiastan of The Armenian Youth Federation, Inc.
Franklin, MA
2014 SEASONAL JOB DESCRIPTION: CAMP DIRECTOR

Responsible To: Executive Director and Board of Directors

Desired Qualifications:

- At least 25 years of age.
- Minimum Bachelors degree (Masters Degree preferred) in camp administration, recreation administration, teacher education/administration or related youth development field.
- Camp Director course certification by the American Camp Association.
- At least one season of camp administration experience (i.e., Ass't. Director, Head Counselor) at Camp Haiastan.
- At least two seasons of non-administrative camp staff experience at Camp Haiastan.
- Ability to supervise staff and campers.
- Ability to plan, originate, organize and carry out daily and special programs.
- Fluent in Western Armenian language.
- Basic knowledge of Armenian culture, including but not limited to history, current events and political agenda, customs, music and arts,
- Basic knowledge of the A.Y.F., its purpose, mission and ideals.
- Certified in Red Cross Lifesaving, CPR/AED and First Aid.

General Responsibility and Expectation:

- Understand, identify, define and carry out the mission and goals of Camp Haiastan (please see attached statement of Camp Haiastan's mission and goals).
- To plan, direct, and supervise all camp programs and staff.

Specific Responsibilities:

1. Understand the camp's mission and goals and plan programs to reflect them.
2. Assist the Executive Director in carrying out a system of recruiting campers and staff.
3. Assist the Executive Director in preparing and conducting Staff Training Week and conduct training and orientation for any staff member who did not attend Staff Training Week.
4. Assist the Executive Director in supervising the operation of camp's Health Center and Food Service.
5. Assist the Executive Director in establishing and maintaining excellent communication with camper parents and families.
6. Set and supervise Summer Office and Camp Store operational procedures. Enhance procedures where and when necessary. This includes sound financial management.
7. Function with and/or enhance established routines, schedules, and procedures for camp operation.
8. Assign staff activity schedules, duty schedules, time off schedules, in-service training
9. Assign staff and campers to cabins and/or age groups.
10. Supervise and evaluate counseling, program and operations staff.
11. Maintain and review records and evaluations of programs, operations, facilities and staff.
12. Prepare an evaluation and summary report of current season including inventories, staff evaluations, camper and staff disciplinary reports and recommendations for the following season.
13. Function with, direct and monitor crises management plan, including emergency procedure rehearsals.
14. Organize and/or approve field trips out of camp for program, supplies, and crisis management.
15. Monitor safety and all safety procedures as they pertain to the supervision of all campers and staff.
16. Promote an atmosphere of high morale, safety and well being among campers, staff and the camp family.
17. Attend two Board meetings and planning sessions during the off-season as directed.
18. Attend planning meetings and professional development conferences with Executive Director and/or Administrative staff during the off-season as directed (travel stipend available).
19. Assume Mandated Reporter function as mandated by Massachusetts Law.
20. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

2014 Seasonal Job Description: Camp Director cont.

Essential Functions:

- Ability to communicate and work with a variety of age groups.
- Ability to establish and maintain communicate with camper parents and families without hesitation.
- Ability to observe staff and camper behavior, assess its appropriateness, convey and enforce all camper and staff rules and regulations and apply behavior-management techniques and the established Camp Haiastan Discipline Code Policy.
- Visual and auditory ability to identify and respond to all program and activity instruction and content for adherence to lesson plans, general plans, safety procedures, proper supervision, and appropriateness to the overall mission and goals of Camp Haiastan.
- Ability to prioritize Camp Director's function as superior over any and all prior personal relationships that may pre-exist with campers and their families or staff members and their families.
- Direct and oversee the Staff-In-Training Program.
- Proficiency in MS Office applications, Internet and email.
- Ability to put the needs of others before your own.
- Ability to understand and identify right and wrong and stand up for what is right even though you may not be popular.
- Ability to initiate and direct conflict resolution techniques.
- Ability to work hard for long periods of time.
- Ability to speak clearly and confidently to individuals, small groups and large groups.
- Ability to be constructive with criticism and generous with praise and encouragement.

Employment Contingencies:

- Submission of Massachusetts CORI, SORI and your local police department background checks that reveal no previous or pending criminal activity.
- Submission of all required pre-employment and post-hiring documentation, including current health status, health history and proof of good health.

To Make Application or Inquire:

Contact: David Hamparian, Executive Director
P.O. Box C
Franklin, MA 02038
Ph: 508 520-1312 Fax: 508 528-0471
Email: haicamp@verizon.net
Web address: www.camphaiastan.org

**Camp Haiastan of The Armenian Youth Federation, Inc.
Franklin, MA**

THE MISSION OF CAMP HAIASTAN IS:

- **To be a vehicle for the preservation of Armenian culture, heritage & identity for Armenian youth in the U.S. and worldwide.**
- **To be a healthy, safe & wholesome residential camping environment.**
- **To be affordable to all families. No camper will be refused due to family financial challenges.**

