



# Camp Director

Sons of Norway Fifth District Norwegian Heritage Camp

## Qualifications

- Must be a minimum of 18 years of age
- Bachelor's degree or equivalent experience
- Previous Sons of Norway Fifth District Norwegian Heritage Camp Masse Moro experience preferred
- Strong personnel and program management skills
- Skills in public relations
- Language teaching experience
- Conversational and written proficiency in both English and Norwegian
- Skills in Norwegian cultural/recreational activity areas
- Computer skills
- Ability to communicate effectively with parents
- Experience working with children ages 9 to 15 years

## Compensation

Starting at \$900.00, room and board (Compensation is established based on experience and qualifications)

## Reports to:

Camp Administrator

## General Responsibilities

- Assume general responsibilities of Camp
- Assume general responsibility for staff development and supervision, planning, preparation & implementation of Camp
- Coordinate staff, public relations (i.e. parent calls, photo shoots, etc.)
- Be a leader and mentor to staff and campers
- Make program decisions, such as what activities will be run during the two weeks, including interest groups, small groups, and evening programming
- Complete program & staff performance reviews
- Assume responsibility for counseling duties as designated
- Implement educational language curriculum
- Teach and/or organize large group language instruction periods daily
- Supervise placement of campers at correct language level
- Coordinate and implement on-site orientation & training for staff
- Plan & lead cultural & evening programs
- Assume leadership for counseling staff & foster safe environment for staff & campers
- Prepare & supervise completion of camper evaluations
- Lead daily staff meetings for staff & provide coaching/peer coaching
- Substitute as needed for counselors in small & large group activities

- Organize & manage all resource materials
- Maintain an inventory of camp items, kitchen items and health center items, performed at the beginning and end of camp
- Supervise, evaluate and assist all camp staff
- Prepare a final report
  - Staffing/Volunteer outline and job duties
  - Overview of all language classes, cultural activities and evening programs
  - Details of any health-related issues
  - Suggested changes or additions to any staff job descriptions or camp manual or policies
  - Comments or problems encountered
  - Improvement suggestions for the next year

### **Detailed Breakdown of Responsibilities**

- Preparing for camp
  - Communicating with the Administrator
  - Preparing supplies requests
  - Assessing 5<sup>th</sup> District expectations and directives for camp and ensuring their implementation
  - Planning all aspects of programming
    - Activities
    - Programs
    - Schedules
    - Beaver Creek Reserve programming
    - Special events
    - Assigning responsibility for leading all activities
- Staff hiring and supervision
  - Interviewing and hiring staff
  - Communicating with staff prior to camp, during camp, and after camp
  - Designing and implementing a 48 hour staff orientation
  - Supervising staff during camp
  - Maintaining appropriate personnel records of staff
  - Assigning staff work tasks
  - Add staff reviews here? Staff reviews of camp, as well as performance reviews?
- Other communications
  - Group and individual communications with parents before and during camp, including mailings and responding to behavior problems and appropriate interventions if developmental issues are noted by staff
  - Working with Beaver Creek Reserve staff about use and sharing of facilities, maintenance, programming, and other issues as they arise.
  - Recruiting and communicating with volunteers about expectations, activity responsibilities, and all other details of their participation

- Hosting and speaking with visitors and press, doing presentations about camp throughout the year when requested
- Overseeing all details of camp operations
  - Ensuring the safe operation of camp
  - Leading daily staff meetings
  - Responsible for maintaining Director's Petty Cash account , tracking expenditures and receipts
  - Smooth interfacing with health and kitchen staff, including assistance with menu planning or health center organizing if needed
  - Maintaining appropriate records on campers
  - Programming
  - Problem solving regarding programming, relationships amongst staff and volunteers, the site, individual issues with children (including inappropriate behavior or developmental concerns), and any others that arise
  - Ensuring things are not forgotten
- Some programming
  - *Daglig leder* (Daily Leader) responsibilities
  - *Kveldsprogram* (Evening Program) planning team leadership
  - *Interessegruppe* and *Litt Av Hvert* (Daily camper activities) responsibilities, possibly others
  - Cabin responsibilities as needed
- Maintaining appropriate records on overall camp organization, keep a daily log of goings on at camp, issues, solutions, etc
- Closing up camp
  - Lead the end-of-camp closing and packing activities
  - Inventory reporting
  - Preparing supplies requests for the next year
  - Director's report
  - Daily Camp Log Report
  - Camp and Staff surveys
  - Staff performance reviews
  - Petty Cash Report
  - Final report on BCR programs that took place, who attended camp, (staff, volunteers, campers) what days, provide to BCR for invoicing.

### **Responsibility as a Staff Member**

- Be familiar with and abide by specific policies set forth in the "Personnel Policies", which are designated by Sons of Norway Fifth District Board, Camp Administrator(s) and Camp Director(s)
- After receiving any communication (mailing, email, etc..), read all information carefully and thoroughly before arriving at Camp.
- Be advised the entire staff is under the direction of and is responsible to the Camp Director. While some positions are supervised by other staff, the Camp Director retains ultimate authority and responsibility for the Camp.
- Assist with setting up, maintaining and takedown of Camp.

- Speak Norwegian with the campers as much as possible.
- Live in community living arrangements, assigned according to sex; nearly all positions include living and sleeping in a cabin or other housing unit with campers of the same sex; positions that do not include living with campers do include living with other staff members of the same sex.
- Be prepared to use communal showers and bathrooms, assigned according to sex.
- Model standards for behavior and be sensitive to the health and welfare of the campers.
- All staff are required to take part in clean-up, inventory and evaluation of the program.

### **Essential Functions**

- Emotional resiliency and cognitive abilities to carry out job responsibilities
- Ability to establish and maintain appropriate professional relationships
- Interpersonal skills to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries.
- Ability to assist campers in an emergency (fire, evacuation, illness, injury)
- Possess strength, physical ability, and endurance to maintain constant supervision of campers
- Possess visual and auditory ability to identify and respond to environmental and other hazards related to the cabin group
- Observe camper behavior, assess its appropriateness and apply appropriate behavior-management techniques.
- Ability to train staff
- Observe staff and camper behavior
- See and respond to hazards
- Work with different age and skill levels
- Plan, conduct and evaluate designated activities
- Observe, assess, and coach the work efforts of staff being supervised

### **Equal Opportunity Employer Statement**

Sons of Norway Fifth District Heritage Camp Masse Moro is an equal opportunity employer and equal opportunity educator. Masse Moro is fully committed to equal opportunity in employment decisions and educational programs/activities, in compliance with all applicable federal and state laws, for all individuals without regard to race, color, national origin, religion, sex, disability, age, sexual orientation, marital status or status with regard to public assistance.