

*Setebaid Services,<sup>®</sup> Inc.*  
**CAMP DIRECTOR**

Volunteer Duties Description  
(Seasonal Position)

***PURPOSE AND GENERAL JOB SUMMARY***

The Camp Director plans and directs the operation of one of the organization's youth or teen camps for children with diabetes. The Camp Director interviews, onboards, and supervises all camp volunteer staff; and, the Camp Director makes provisions for the health and safety of staff and campers at the Setebaid Services<sup>®</sup> camp, always working within the policies and budget set by Setebaid Services,<sup>®</sup> Inc.'s Board of Directors. This position is an at-will, volunteer, seasonal position.

***QUALIFICATIONS***

- At least 25 years of age. Knowledge of all aspects of the organization and its market; and, at least five years experience in diabetes camps and/or family programs.
- Bachelor's Degree in Education, Psychology, Social Work, a health related field, or both. Preferred: Master's Degree in a related field.
- Demonstrated leadership skills. Ability to select, train, and supervise staff. Ability to adjust to changing situations. Ability to evaluate programs and make necessary changes.
- Attend at least one workshop or seminar related to camping and/or diabetes education every three years.
- Experience with children and teens with diabetes.
- Ability to make good judgments in personnel problems, health, and safety procedures, and crisis situations.
- Excellent written and oral communication skills. Excellent strategic thinking and planning skills.
- Ability to work collaboratively with the Organization's Administration, and the Camp Planning Work Group; and, ability to manage staff in a participatory manner.
- Creative problem solving skills and comfort in a challenging and changing environment.

***RESPONSIBLE TO*** Setebaid Services,<sup>®</sup> Inc.'s Executive Director

***RESPONSIBILITIES***

1. Manage all volunteer camp staff – recruit, interview, select, place, and release. Comply with, interpret and administer personnel policies and practices for the camp volunteer staff. Plan, conduct, and evaluate on-the-job training for volunteer camp staff. Promote high staff morale.
2. Work with volunteers to ensure campers are well-cared for and offered emotional support as necessary. Ensure volunteers have the support needed to appropriately supervise the youth or teens.
3. Coach volunteer camp staff in a child-care and diabetes-care environment; conduct supervisory meetings with the volunteers as necessary.
4. See appropriate high standards for the camp's health and safety are maintained.

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5. Supervise the camp on-site to ensure compliance with organizational policies; ensure volunteer camp staff follow the chain-of-command to ensure accurate accountability of all campers and volunteers at all times.
6. Communicate with camp site leader to coordinate set up to camp closing; coordinate camp schedules with camp site and volunteer camp staff if the camp site is shared with another camp.
7. Assist to develop emergency procedures for the camp, using site specific procedures already in-place. Ensure procedures are taught, observed, and practiced by all persons.
8. Work with the Administrative Team (e.g. the Medical Director and Head Dietitian) to coordinate programs with universities to establish internships, independent studies, and other courses to enhance our volunteer staff recruitment for the programs.
9. Assist to market the camp effectively in the community, including constituents, constituents' families, healthcare providers, school nurses and school personnel.
10. Assume responsibility for the camp's budget and assure the camp does not exceed budgeted expenses; this may include cutting expenses if the income cannot be achieved.
11. Plan, conduct, and evaluate the camp and assure it is efficiently serving our clients and volunteers. Engage community volunteers and staff in a participatory planning and outcome evaluation processes to ensure effective working relationships and ongoing volunteer growth.
12. Other duties as assigned by the Executive Director.

***JOB SPECIFICATIONS:***

**A. Physical Demands:**

1. Good Physical and mental health, neat, clean, and well groomed.
2. Constant standing, sitting, walking, and running to keep up with youth, teens, and volunteer camp staff. Turning, stooping, bending, climbing, stretching, and lifting up to 75 Lbs. Finger and hand dexterity necessary to use camp equipment.
3. Visual, speech, and auditory acuity required to manage the camp.

**B. Special Requirements:**

1. Possession of current driver's license to operate a motor vehicle in the Commonwealth of Pennsylvania.
2. Must have reliable transportation to and from camp, and to pick up office supplies, etc.
3. Ability to work on a Personal Computer and the ability to learn new programs as required.
4. Available during the camp 24/7 and as necessary for Camp Planning Work Group meetings and other camp planning meetings.

**C. Environmental Conditions:**

1. Much of the work will be conducted outside at camp and will be in environments that are not climate controlled; it may be cold, or extremely hot. It may be damp or dry, depending on the season.
2. Travel will be necessary to camp and other places as business requires. Outside travel may be in extreme temperature ranges from hot to cold, and/or high or low humidity, rain, snow, ice and fog.