



## Job Duties /Responsibilities Camp Staff Manager

### **Responsibility and Accountability:**

1. The Camp Staff Manager is an employee of I.R.R.R., Inc. (dba Camp Meadowood Springs).
2. The Camp Staff Manager is co-director with the Clinical Director and shall work under the basic direction of the Board of Directors of I.R.R.R., Inc., or liaison designated by the board.
3. The Camp Staff Manager, in conjunction with the Clinical Director, shall provide written reports to the Administrative Assistant and Board concerns related to the camp. He/She shall provide monthly reports for those months when recruiting activities are being performed.
4. The Camp Staff Manager shall have the responsibility of supervising the following non-clinical positions:
  - ✓ Living Unit Staff (6-8)
  - ✓ Activities Staff
  - ✓ Water Safety (Life Guards for Outdoor & indoor
  - ✓ Nurse
  - ✓ Kitchen Staff - Head Cook & 2-3 assistants
5. The Camp Staff Manager must live in housing provided by I.R.R.R., Inc. during the camp session at the Meadowood Springs Speech and Hearing Camp.

### **Minimum Qualifications:**

1. Ability to manage daily camp operations of the Institute of Rehabilitation, Research and Recreation, Inc., (I.R.R.R., Inc.) dba Camp Meadowood Springs
2. Experience with personnel, recruitment, training and supervision.
3. Ability and desire to work in an outdoor rustic setting.
4. Must possess Good character & integrity
5. Should present adaptability, enthusiasm, creativity, maturity, good judgment and knowledge of behavioral management.
6. Experience in a related atmosphere.
7. First aid certification required and current CPR certification preferred.
8. Exhibit good interpersonal skills to deal with co-workers, campers and volunteers

**Specific Responsibility:**

1. See that the policies of I.R.R.R, Inc. are maintained.
2. Ensure compliance with all federal, state, county and local regulations.
3. Work with Administrative Assistant to ensure quality staff is hired.
4. Work with Administrative Assistant for purchasing materials needed for activities of campers
5. Jointly, with the Clinical Director,
  - a. establish daily schedule and basic goals for all activities of the camp.
  - b. provide training for all staff members including emergency measure, (fire protection and emergency evacuation.)
  - c. assign cabins to staff and campers
  - d. actively participate in running staff meetings during camp
  - e. solving staff issues with Clinical Director (unless Clinical Director is involved, wherein another person will be designated)
  - f. conduct exit interviews and staff evaluations
  - g. prepare and present year end reports
  - h. assist activities staff in ensuring that activities are developmentally appropriate for the campers
  - i. assist in preparing the camp for Open House.
  - j. assist with Open House programs
6. Cover for the Clinical Director when needed
7. Being a resource and available for Living Unit staff to help with cabin issues and camper issues
8. Being available as a resource throughout camp
9. Observe and assist staff as they perform their assigned jobs/duties.
10. Assist in maintaining camp facilities and equipment in clean and operationally good condition. Report any needed repairs to the Camp Property Manager. as required
11. Coordinate closing of the camp and storage of materials with the Camp Property Manager.
12. Welcome staff, campers and parents on check-in days.
13. Work with Executive Administrator, Camp Property Manager and Clinical Director to assure communication and resolution of problems that arise

Other duties and responsibilities may be assigned and or changed as required.