

Summer Camp Job Posting

Position:	Site Leader
Company:	IDEAS Camp
Job Location(s):	Saint Anne's School, Annapolis MD
Start Date:	June 17, 2016
Employment Term:	Temporary 7-8 weeks
Employment Type:	Full Time
Starting Salary Range:	TBA
Required Education:	Minimum: Associate Degree
Required Experience:	3 years
Required Security Clearance:	Full Criminal and Sex Offender Background Check Will Be Conducted
Related Categories:	Education - K12, Seasonal/Temporary, Childcare/Daycare/Nannies

Company Description

IDEAS Camp is the provider of summer day camps for the Saint Anne's School. Our mission is to enrich the lives of children by simultaneously fostering fun and building character. Leadership, teamwork, preparation, initiative, and effort are life skills echoed repeatedly throughout our curriculum. We hire experienced and extraordinary teachers, coaches, and students of education, who are dedicated to cultivating these skills. Our staff is united by a desire to uphold and demonstrate our core values:

- **Safety:** The core decision factor in how we prepare and all we do
- **Fun:** Every day, every project and every experience
- **Customer Service:** Towards everyone: campers, parents, staff members, the school
- **Courtesy:** Warm and welcoming at all times. Positive attitudes shape us
- **Friendship:** Fostering friendships and opportunities for both campers and staff
- **Value:** Best in show experience without cutting corners
- **Communication:** Over-communication and do so proactively
- **Integrity:** Maintaining the core values of both the company, the school and of yourself
- **Honesty:** Open with one another at all times. The opposite is to not be honest with someone else or yourself
- **Creating "WOW!" Experiences:** Exceeding expectations to "WOW!" everyone & everything we do

The Job

The Site Leader's role is to supervise, coach, and provide constructive feedback to a minimum of six direct reports, while working closely with IDEAS Camp Headquarters to ensure that each camper has a safe and rewarding experience. This position will closely and directly monitor all programs to guarantee they are executed to IDEAS Camp standards. Extremely high energy and endurance is required for the Site Leader position. The Site Leader is the "Last-Word Leader onsite" at all times.

The Site Leader must live IDEAS Camp core values at all times, be a pillar of consistent effort, and a role model for all IDEAS Camp staff members. The Site Leader must always prioritize operating a safe camp, while being a proactive resource, problem solver and sounding board for all parent concerns. Cultivating and maintaining strong relationships with the facility partners plays a crucial role in this job.

Position: Site Leader

The Work

Pre-Camp

- Tap into your existing teaching, professional, and personal network to help recruit and retain staff for your site.
- Provide curriculum feedback and input, including schedules, activities, policies, and procedures.
- Attend leadership training in early May.
- Attend and help facilitate counselor's trainings in mid-May and June.
- Participate in all required webinars and online trainings.
- Mobilization of site (set up, equipment organization, operational & logistics planning).

Camp

- Demonstrate and uphold IDEAS Camp Camps core values at all times.
- Manage all camp processes, procedures, and programs.
- Be a proactive resource, problem solver, and sounding board for all parent concerns. Communicate respectfully, clearly, and often with parents.
- Manage and maintain outstanding relationships with our facilities and main points of contact.
- Evaluate the Program Leaders' performance and provide written and verbal formal and informal feedback.
- Coach the Program Leaders on how to evaluate and give feedback to their counselors. This includes organizing and running morning trainings throughout the summer.
- Coach the counselors on handling individual and group behavior management issues, health, safety, and security. This includes organizing and running morning trainings throughout the summer.
- Ensure that the curriculum objectives are being met in all programs.
- Ensure that the Program Leaders have the supplies they need to conduct their activities.
- Handle high-level Service Recovery issues, communicating with HQ to fully resolve.
- Maintain and enforce the IDEAS Camp Camps dress code and appearance requirements.
- Implement all camp traditions, games, and competitions with enthusiasm.

- Facilitate all required team and morning camper meetings and attend all required leadership meetings.
- Manage and supervise carpool safely and efficiently.
- Ensure Before Care and After Care programs are fun, instructional, and safe. This may require the working of Before Care and After Care if staffing needs arise.
- Supervise and attend all IDEAS Camp special events, interact with families, and coordinate set up/clean up.
- Attend and contribute to summer wrap-up meeting.
- Participate on all conference calls. Daily morning and weekly after camp calls.
- Take on additional responsibilities as identified or requested by IDEAS Camp Headquarters.

The Requirements

- Experience managing a team of direct reports with demonstrated expertise in performance evaluation and feedback loops.
- Career or equivalent experience in education.
- Minimum 3-years of camp experience or experience in teaching and working with children.
- Comfort with public speaking (to parents, staff and groups of campers).
- CPR / First Aid Certification.

The Character

- Belief in our values and culture.
- Belief that you can make a difference in the lives of children.
- Passion for teaching children and coaching staff.
- Vocal, energetic, and enthusiastic leader.
- Empathy and patience.
- Coachable and able to take constructive performance feedback and be willing to learn/improve from it.
- Capacity to maintain a positive attitude in every circumstance.
- Creative, empathetic, kind, patient, cooperative and warm spirit.
- Desire to solve problems, assume responsibility beyond what's asked, and take initiative for positive change.
- Comfort with public speaking and ability to communicate clearly to all (campers, colleagues, leadership, and parents).
- Flexibility and emphasis on team over self.
- Extremely detailed oriented.
- Desire and flexibility to stay at camp until the completion of each day's work.

IDEAS Camp is an Equal Opportunity Employer.