



Job Description – Camp Executive Director

Vacancy Type: Full Time
Date Posted: 10/10//2021

Closing Date: 10/31/2021
Reports to: Corporation Board of
Directors

General Job description: Serve as Executive Director for Pok-O-MacCready Camps. Oversee all aspects of the Summer and Year-Round operations, with responsibilities including:

Year Round:

- **Financial supervision.** Work with the camp board finance personnel to develop and follow a budget over all aspects of the organization.
- **Marketing and Recruitment.** Supervise and collaborate with the company's director of Admissions and marketing.
- **Hiring and supervision of staff.** Work in consultation with camp division heads, and have final word on hiring, schedule and responsibilities, and salary contract structure.
- **Meetings and Updates.** Executive Director will take part in regular meetings with full-time, year-round staff, seasonal division heads of camp, and select members of the Board of Directors.
- **Continually assess the physical plant,** prioritizing and overseeing regular maintenance, and adherence to the budget.
- **Work in Cooperation** with the other branch organizations or partners of Pok-O-MacCready Camps. (Homestead Foundation; Alumni association; Scholarship Foundation; to name a few)
- **Keep up with the summer camp industry.** Attend camp directors' meetings; Communicate with other camps, rec. programs and school groups to maintain an understanding and cutting-edge approach to Pok-O-MacCready.

During The Summer

- **Oversee all aspects of camp.** Supervise and lead the seasonal division heads (camp, program, and health directors; maintenance and kitchen managers) as well as other staff in dealing with program, food, maintenance, staff, and camper issues.
- **Client Communication.** When necessary, the Executive Director will communicate with camper families.
- **Meet regularly,** and as needed, with the division heads of camp.
- **Camp Transition.** Prior to, and after summer camp, work with the coordinator of the year-round operations to guarantee a smooth transition between the summer and year-round programs.
- **Involvement.** Be active with campers, staff, and activities. The Executive Director is expected – when possible - to lead “in the field”, not in the office.

(over- location and salary)

Job Location: The Executive Director *must* be located at camp, in Willsboro, NY, from June 1 to August 31. Base of year-round operations is open for discussion, with priority placed on what will best benefit the organization. An Executive Director based remotely must reside in the Northeastern USA and should plan to make monthly working visits to camp, at a minimum.

Salary: Negotiable and based on experience and final contractual list of responsibilities. Benefits and paid vacation included. The Executive Director will be provided lodging and meals for all periods spent working at camp.

More detailed job description available upon request.

Questions: pokoboard@gmail.com