



The mission of DYF is to improve the quality of life for children, teens and families affected by diabetes. The organization provides recreation and education within a supportive community, encouraging personal growth, knowledge and independence.

POSITION DETAILS

Position Title:	Camp Director - Youth Programs
Reports to:	Kaylor Glassman, Director of Programs
Functional Area:	Program
Location:	Concord, CA
Employment Status:	Full-time, Exempt

POSITION DESCRIPTION

The Camp Director - Youth Programs is a strong, dynamic leader who is organized, passionate, motivated, and is able to communicate effectively with adults, teenagers, and children. The Director is responsible for all aspects of DYF programs that serve children and teens who come to camp independently, as well as rental groups. The Director contributes to the organization as a whole by supporting tasks requested by other departments and the Board of Directors. The Director is a strong leader and helps guide DYF to continuous improvement in program operations and fundraising.

NECESSARY SKILLS FOR SUCCESS

- Ability to foster positive relationships with, and actively include, diverse populations and people from all backgrounds.
- Strong communication skills across a multitude of platforms and with various crowds including large groups, one-on-one, story-telling/mission-sharing, and professional written correspondence.
- Ability to exhibit exceptionally good judgment and to actively solve problems.
- Consistent, capable, self-directed, well-organized, flexible, personable, and able to manage many competing projects and deadlines.
- Ability to strike a balance between maintaining tradition, fostering evolution, and integration within DYF's strategic plan and mission.
- Passionate about the work of DYF and the T1D community.

KEY RESPONSIBILITIES

- Program Development and Management
 - Design, deliver, and evaluate programs that meet the needs and interest of the T1D population and are in alignment with the DYF mission.
 - Work with DYF staff to increase and maintain participant program attendance with the goal of filling programs to 100% capacity.
 - In partnership with the Program Department, recruit, hire, train, manage, and mentor 200 personnel in seasonal positions.
 - Oversee and mitigate all aspects of risk management at assigned programs.
 - Facilitate communication between campers, parents, and staff to address and resolve conflicts, child development concerns, and parental concerns.
 - Be on-site to lead the day to day operations of rental groups and independent camp programs (summer and year-round),
 - Be on site at Bearskin Meadow Camp for Staff Training and remaining programs as a support system for the Camp Director – Family Programs.
 - Oversee food service, program, business operations, camper and staff supervision, and parent communication at assigned programs.
 - Provide exceptional customer service for families.
- Financial Management
 - Develop and oversee an annual expense budget of approximately \$250,000.
 - Monitor revenue and expenses across all assigned programs.
- Administration and Operations
 - Ensure compliance with the American Camp Association, local health department, US Forest Service, and state and federal regulations in partnership with Program Department members.
 - Maintain the camp management system (CampMinder) alongside the Administrative Team.
 - Ensure that all programs are in line with DYF's strategic plan and future operations plan.

ESSENTIAL QUALIFICATIONS

- Bachelor's degree or higher.
- Driver's license and clean driving record.
- Strong understanding of Microsoft Office and Google Docs.
- Valid First Aid, CPR, AED, and ServSafe certifications.
- Experience supervising others and managing people.

DESIRED QUALIFICATIONS

- 3+ years of supervisory and leadership experience in the resident camp environment.
- Working knowledge of the ACA accreditation program.
- Experience with CampMinder or similar customer relationship management system.
- Experience with the DYF and/or T1D community.

COMPENSATION & BENEFIT INFORMATION

Compensation commensurate with experience and ranges from \$55,000-\$57,000.
DYF currently offers health insurance, dental insurance, vision plan, FSA plan and a 403(b) employee funded retirement plan.
DYF offers ten paid holidays per year, ten earned vacation and sick days per year, and 5 paid flex days per year.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.
- Long periods of exposure to a computer monitor while in a seated position.
- Ability to lift 25 pounds.
- Endurance for prolonged standing, bending, stooping, walking long distances, hiking, climbing, and stretching.
- Willing to work and live in a camp setting and work irregular hours with limited or simple equipment and facilities with daily exposure to sun, heat, and animals such as bugs, snakes, bears, and bats.
- Ability and willingness to relocate to Bearskin Meadow Camp (230 miles from DYF office) for the summer months (May-August).
- 1-3 weekends per month required, including overnights (September-May).
- Travel during various times of the year to programs, events, and professional development opportunities.

TO APPLY

Please submit resume and cover letter to Kaylor Glassman, Director of Programs, at glassman@dyf.org

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

DYF is an equal opportunity employer and does not discriminate against applicants or employees with respect to any terms or conditions of employment on account of race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship, military service status, or any other characteristic protected by state or federal law or local ordinance.