



**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 – Bearskin Meadow Camp
Reports to:	Director of Programs
Functional Area:	Program
Location:	Hybrid: Remote/Concord, CA Sep-May Onsite at Bearskin Meadow Camp May-Aug
Employment Status:	Full-time, Exempt

## **POSITION DESCRIPTION**

The Camp Director for Bearskin Meadow Camp is a strong, dynamic leader who is organized, passionate, motivated, and can communicate effectively with adults, teenagers, and children. The Camp Director is responsible for all aspects of DYF programs that take place at Bearskin Meadow Camp, as well as rental groups and overseeing the camp facility. The Camp Director joins the full Program Team in giving support to additional programs throughout the year that take place throughout Northern and Central California. The Camp Director contributes to the organization by supporting tasks requested by other departments and the Board of Directors. The Camp Director helps guide DYF to continuous improvement in program operations and fundraising.

## **SKILLS THAT WILL HELP YOU SUCCEED**

- 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 audiences 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 honoring 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 100+ 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 Bearskin Meadow Camp programs, including seasonal staff training.
  - Be on site as support staff for assigned year-round programs in various locations throughout Northern and Central California (approximately 3 weekends per year).
  - Oversee food service, program, business operations, camper and staff supervision, and parent communication at Bearskin Meadow Camp programs.
  - Provide exceptional customer service for families.
- Financial Management
  - Develop and oversee an annual expense budget of approximately \$700,000.
  - Monitor revenue and expenses across all Bearskin Meadow Camp 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 (UltraCamp) alongside the Administrative Team.
  - Ensure that all programs are in line with DYF's strategic plan and future operations plan.
  - Supervise the Facilities Manager.

## STATEMENT REGARDING QUALIFICATIONS

DYF does not expect every applicant to have every skill and qualification listed here, and we are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role might be a good fit if they can demonstrate some or most of the qualifications listed below.

## ESSENTIAL QUALIFICATIONS

- Driver's license and clean driving record.
- Strong understanding of Microsoft Office and Google Docs.
- Valid First Aid, CPR, AED, and ServSafe certifications.
  - May be attained after start date
- 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 UltraCamp or similar customer relationship management system.
- Experience with DYF programs and/or the T1D community.
- Strong knowledge of and/or lived experience with type I diabetes.

## COMPENSATION & BENEFIT INFORMATION

- Compensation commensurate with experience. Starting range is \$65,000-\$75,000 annually.
- Annual paid break of 6 weeks to be taken between September-December, during which time check-ins with supervisor may be necessary.
- DYF currently offers health insurance, dental insurance, vision plan, FSA plan, and a 403(b) employee funded retirement plan.
- In addition to the annual paid break, DYF offers seven paid holidays, eight floating paid holidays, ten earned vacation days, and nine earned sick days per year. Vacation accrual increases annually.

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

While this position can be remote for certain parts of the year, the individual must live in Northern California and be able to attend programs when needed and meet with other team members in person at the DYF office on a regular basis.

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Long periods of exposure to a computer monitor while in a seated position.
- Ability to work in a fast-paced office environment, with high demands.
- Valid driver's license and driving records which meet DYF's insurance carrier requirements.
- Ability to bend, stoop, and lift up to 25 pounds.
- Ability to work a flexible schedule as needed, including weekends and evenings.
- 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 near Kings Canyon National Park for the summer months (May-August).
- Weekend work required, including an average of 3 overnight programs September-May, and attendance at org-wide events such as the DYF Gala in March.
- Travel during various times of the year to programs, events, and professional development opportunities.
- Full vaccination against COVID-19.

## STATEMENT REGARDING INCLUSION

DYF believes that all of our stakeholders deserve access to culturally relevant and inclusive programming. We strive towards fostering a culture where our staff are represented and honored for their identities and lived experiences. We recognize that this work is ongoing, and we strongly encourage people from all backgrounds to join us in this process, particularly people with disabilities, people of color, veterans, and LGBTQ+ community members. The person selected for this role must value and advocate for equity and inclusion.

## TO APPLY

Please submit resume and cover letter to Russell Cowan, Director of Programs, at [cowan@dyf.org](mailto:cowan@dyf.org) with "Camp Director" in the subject line.

*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.*