



The freedom to be. The responsibility to do.

**Position:** Director of Summer Camp Full-Time Temporary, 8.5-week position

**Location:** Bon Air United Methodist Church

**Dates:** May 1, 2025 – July 11, 2025

**Compensation:** Competitive salary, commensurate with experience

**Summer Camp Hours:** Monday - Friday, 7:30 AM - 4:00 PM

### **Position Overview**

The Director of Summer Camp is a full-time temporary position responsible for overseeing all aspects of the camp's daily operations, ensuring a well-organized and engaging experience for campers. This position begins on May 1, 2025, to allow for planning and preparation before camp officially starts, and concludes on July 11, 2025, at the end of the camp season.

Responsibilities include planning, organizing, and implementing all camp activities, supervising camp counselors, ensuring safety protocols are followed, and fostering a fun and inclusive environment. This role also serves as the primary point of contact for parents, staff, and community partners. The ideal candidate will have strong leadership, organizational, and communication skills and a passion for creating a memorable summer program.

The 2025 Summer Camp will take place at Bon Air United Methodist Church, providing a welcoming and spacious environment for campers to learn, explore, and participate in hands-on activities.

### **Key Responsibilities**

- Plan, organize, and oversee all camp activities and events, ensuring they align with weekly themes.
- Supervise, train, and support camp counselors, fostering a positive and effective team environment.
- Attend all field trips and outings
- Drive a 15-passenger bus
- Ensure the safety and well-being of all campers while maintaining a fun and inclusive atmosphere.
- Serve as the primary point of contact for parents, guardians, and community partners, providing updates and addressing concerns.
- Manage daily schedules to ensure smooth and timely execution of all activities.
- Coordinate and secure necessary resources and materials for camp programs.
- Oversee the setup and cleanup of camp activities, ensuring that all spaces are properly prepared and maintained.
- Maintain accurate attendance records and respond to any emergencies or incidents that arise.
- Promote camp activities and create an engaging environment for both campers and staff.
- Ensure compliance with all health and safety regulations, monitoring cleanliness, hydration, and snack times.



The freedom to be. The responsibility to do.

## **Qualifications**

- Associate degree or higher
- At least 5 years experience as a Summer Camp Director or related position working with children in a camp, educational, or recreational setting.
- Strong leadership and organizational skills, with the ability to manage multiple tasks simultaneously.
- Experience supervising and mentoring staff in a camp or educational environment.
- Excellent communication and interpersonal skills.
- Ability to lead, inspire, and support a team of camp counselors.
- Creative, energetic, and adaptable to dynamic situations.
- Capable of handling emergencies calmly and effectively.
- Availability from May 1, 2025 – July 11, 2025, including planning and camp operations.
- CPR and First Aid certification preferred but not required. Must be certified by the first day of camp.

## **How to Apply**

Interested candidates should submit a cover letter, resume, and a list of three references with emails and phone numbers to [careers@lynnhavenschool.org](mailto:careers@lynnhavenschool.org). Applications will be reviewed on a rolling basis until the position is filled. No phone calls or visits, please.