

SUMMER DAY CAMP AT CHRIST EPISCOPAL CHURCH
POSITION: CAMP DIRECTOR

The Camp Director at the Summer Camp at Christ Episcopal Church in Poughkeepsie will help lead an outdoor summer day camp serving Poughkeepsie children aged 5–10, working with the camp staff and the Summer Camp Committee to achieve its goals:

To create a camp experience that is culturally and socially enriching and promotes a sense of caring for self, family and the larger community.

To support camp staff in teaching children the social skills needed to care for self, family, and the larger community.

To promote camp spirit and group identity for children and staff.

To maintain a healthy and safe setting in which the children enjoy themselves while developing as confident, creative and active learners. This includes planning, implementing, enforcing all health protocols.

To maintain a relationship among all staff as one of teamwork for the benefit of the campers.

Specifically, the Camp Director will be an active and mature leader in the daily life of the camp and provide daily supervision of campers, staff and volunteers. The Camp Director will:

The camp day runs from 8 am – 5:30 the Director and Program Coordinator take turns closing camp.

Provide leadership that promotes safety and an atmosphere of respect for others and for the environment, assisting in developing and maintaining appropriate procedures and rules of conduct for campers and staff.

Manage the camp office on a daily basis, maintaining D.C. Health and Poughkeepsie School District breakfast/lunch program, and communicating with parents, staff and campers regularly with a weekly newsletter.

Be proactive and respectful in helping staff handle matters of discipline. The camp uses principles of the Responsive Classroom method for teaching social and behavioral skills.

Act as official First Aid officer of the camp, holding *CPR Pro* and *First Aid for the Professional Rescuer* certification and ensuring that the Safety Plan for the camp is carried out in the daily life of the camp.

Plan a schedule for the camp with the Program Coordinator and Committee Chair based on small group activity, which allows for camper choice and recognizes the rituals of beginning and ending the day.(Morning and Afternoon circle)

Ensure staff produces daily plans appropriate to each group.

Plan and execute the four-day staff orientation week (June 30, July 1, 2, 3,) and attend all interviews for new staff with Committee Chair.

Communicate regularly with the Chair of the Summer Camp Committee about schedule, program, resources needed, and, as the need arises, issues with campers, parents and staff.

Supervise and evaluate staff using a given assessment tool. Make sure all camp supplies and equipment are put away (August 16) and write a final report and recommendations for the next camp year.

Qualifications:

Possess at minimum a Bachelor's Degree.

Have experience working with elementary age children and supervising staff.

Be well organized and have demonstrated strong communication skills.

Hold or willing to gain Red Cross certification in CPR Pro and Responding to Emergencies (RTE) as provided.

The camp is a nonsectarian camp located on the wooded campus of Christ Episcopal Church, with outdoor activities occurring daily. Camp will run Monday through Friday from from 9 a.m. to 4:00 p.m. Morning camp starts at 8 am and after care till 5:30. The Camp Director and Program Coordinator will open camp by 8 a.m. and close at 5:30 p.m. or later, depending upon the presence of children for after camp care. Additionally the Director will conduct a staff meeting every Friday that will last no than 4:30. Staff must participate in a compensated four days of staff orientation from June 30, July 1, 2 ,3 and a staff clean up and inventory day on August 16.

The Camp Director will complete all necessary record-keeping.

Salary is competitive at \$8,000. This is for six week of camp plus one week orientation and two weeks planning in March, April, May and June.

To apply include a resume with phone contact information for three references including teacher, employer or supervisor by March 1, 2025.

Also please fill out the application on the church website www.christchurchpok.org.

Interviews will be scheduled after references are checked.

Send or email to the Summer Camp Committee Chair, Robin Capers at campatchristchurch@gmail.com or drop off to the church office at 20 Carrol Street, Poughkeepsie, N. Y. 12601 (9 – 12) There is a mail slot.

Christ Church does not discriminate in its employment regarding race, color, religion, sexual orientation, gender identity or national origin.

Christ Episcopal Church, 20 Carroll Street, Poughkeepsie, NY 12601 845-452-8220
www.christchurchpok.org/summercamp