



# 2018 Los Altos Camp Director Job Description

## **Mission**

Athena Camps' mission is to inspire courage and build confidence in girls through a unique combination of athletic, creative, emotional, and social activities in a nurturing community. We help girls aged four through fourteen develop their whole selves. Athena Campers participate in sports and creative activities to learn how to give and receive positive affirmation, make new friends, and acquire the strength and grace to be their best in every situation.

Athena Camps was created out of a deep desire to give girls a place to find their inner strength, experience sisterhood, and shine. All Athena Camps are led by strong women passionate about teaching girls how to bring the best out in each other - whether in the classroom, on the playground or in competition.

## **Job Description**

Athena Camps is looking for outstanding leaders to direct our sites for the Summer 2018 season. The Athena Camp Director will be responsible for the overall safety and success of three distinct summer day camps on your campus. The Camp Director assumes overall leadership, culture, and oversight of a camp location, overseeing three separate day camps, an Assistant Director, 9 coaches, up to 6 high school interns, and up to 96 campers per week, ranging in age from kindergarten through 8th grade. An important aspect of the job is addressing concerns of, and interfacing with parents and caregivers in person and via email on a daily basis.

The Camp Director will hire and train coaches for her site to teach sports, guide art projects, and facilitate age appropriate group discussions for girls. The Camp Director will motivate and inspire team of coaches to be the best version of themselves. Athena Camps Curriculum and training materials will be provided.

Additional responsibilities include facility liaison and management, camper safety, emergency preparedness, day-to-day operations, parent relations and customer service. Directors are the face of Athena Camps in the communities they serve.

Athena Camps are located on elementary school campuses in the South Bay and East Bay of California. Athena Camps operate from 8:00am - 5:30pm, Monday through Friday, June 11 – July 28, 2018. Directors are expected to arrive between 7am – 7:30am and stay until all approximately 4pm.

## Requirements

The Athena Camp Director is passionate about cultivating strong, expressive, and confident girls and young women.

Ideal candidates have the following qualities and experience:

- Passionate about building the self-esteem, resiliency, courage, and confidence of young women and girls
- Highly values teamwork and sisterhood and will lead team by strong example
- Friendly, outgoing, energetic, and confident teaching, guiding, and inspiring young women and girls to be their best
- Flexible, takes initiative, and is proactive in a fast-paced, youth-centered environment
- Strong organizational skills and attention to detail
- Excellent communication skills, both written and verbal, with a variety of ages (parents, coaches, and campers)
- Excellent problem solving, conflict resolution skills, and customer service expertise
- College Degree – BA/BS degree and teaching credential preferred
- Sports experience preferred
- 5+ year's experience teaching and/or coaching youth
- 3+ Management / Supervisory Experience
- Ability to work part-time in spring, and full-time in summer

## Essential Responsibilities

- Assure safety of campers and coaches during camp hours
- Deliver on vision, mission and core values of Athena Camps through leadership
- Embrace Athena culture and curriculum
- Modify curriculum within mission as needed to improve the camper experience and/or accommodate individual campers
- Provide leadership, energy and camp spirit for campers, constantly addressing group dynamics alongside the needs of individual campers
- Supervise Coaches and Interns while they are coaching/teaching and inspire them to become excellent role models and teachers
- Provide excellent customer service to parents by immediately addressing concerns, and constantly communicating with them about their camper's experience

## Pre-Camp (March – May); approximately 10- 15 hours per week

- **Build enrollment** at your camp through various **marketing** activities. Activities and hours vary by site, but may include attending events, sending emails, calling families, and/or other community marketing efforts

- Weekly (in person and remote) Director **Meetings and/or Trainings**: March – June
- Recruit, interview, and **hire** outstanding coaches and an Assistant Director for site
- Plan, coordinate and lead portions of **Coaches Training: June 2, 3, 9, 10**
- Organize, pack, and deliver of all camp supplies: **May 21 – June 8**
- Lead all **Camp Set up** efforts for both sites, including all coordination with school personnel and recruiting and organizing volunteers. Dates: **June**

### During Camp (June –July); approximately 40 hours per week

- Create a physically **safe** and inviting, emotionally secure, and organized environment for all
- Serve as the primary contact for all **facility** issues, reporting to the school site administrator and working closely with the custodial staff daily to ensure the safety, security and cleanliness of the facilities
- **Educate**, empower, inspire and motivate **coaches** to create and sustain a positive, uplifting environment for all Athena Campers. Director will oversee and monitor coaches while teaching tennis, volleyball, soccer, basketball, yoga, running, softball, self-defense, and fitness to ensure positive, strengths based, age and developmentally appropriate language and activities
- **Monitor coaches** and interns to ensure all **art** activities, group discussions are age and developmentally appropriate and engaging
- Serve as the primary contact at site for **parents** of all camps - answering questions, resolving conflict, problem solving, communicating information, liaison for coaches and parents, providing individualized attention, injury reports, weekly slideshows, and success stories for each parent
- Do what is necessary to provide a **positive culture and experience** for all
- Ensure all supply and **equipment needs** are met by managing camp inventory daily, assure proper supplies for all activities, projects and sports
- Monitor and adhere to site **budget**, tracking expenses, collating receipts, and provide weekly reports

- Regularly **communicate** with and support all Athena Camps Directors, sharing best practices, **attend weekly Director meetings**
- Lead end of season camp **Clean up** efforts for site, including all coordination coaches, school personnel (Principal, custodian, teachers), and Athena Managers to deliver all supplies to storage and make sure school site is left in excellent condition.

## Benefits

- **Meaningful Opportunity to be a part of a unique, growing girl-focused organization.** Athena Camp Directors become an integral part of the Management Team and have opportunities work closely with others who share many same interests and passion. Directors have the privilege of shaping and influence the lives young women and develop meaningful, lasting relationships with staff members, campers and families.
- **Leadership and professional development.** Athena Camp Directors participate in many team building activities, retreats and professional development opportunities. Directors are given the curriculum, confidence and community of support to take ownership of and implement a fully-developed camp program.
- **Building networks and relationships.** As a Director, the face of Athena Camps in your community, there are many opportunities to interact with influential people in your community and foster relationships. Additionally, as Athena Camps grow, there will be opportunities for growth within the organization such as curriculum creators, and other full-time staff.
- **Financial reward.** A first year Camp Director typically earns \$12,000-\$14,000, with annual increases in subsequent years.

## To Apply

Please send cover letter and resume to: [info@athenacamps.com](mailto:info@athenacamps.com) with "Director" in the subject line. Also, on the Athena Camps website, go to the "Our Team" page and click the "Apply" button at the bottom of the page and fill out the appropriate application. For questions, contact [info@athenacamps.com](mailto:info@athenacamps.com)