

Site Director Job Description

Description

Our Site Director assumes overall leadership, management, safety, and operations of a summer day camp with up to 100 campers per week, ranging in age from kindergarten through 11th grade, in the San Francisco Bay Area.

Vision & Mission

Athena Camps' vision is to build communities of empowered girls who inspire and uplift each other in order to make the world a better place. Athena Camps exist to build confidence, connections, courage in girls and women through unique combinations of athletic, creative, and leadership opportunities. Through successful experience with sports, confidence grows. Creative art expression fosters and facilitates deeper connections. Enveloped in a culture of positivity and uplifting role models, courage grows. Ultimately, together we see who we can be.

The Camp Director will:

- Spread the vision and mission of Athena Camps by bringing Athena into a community
- Embrace your site as an entrepreneur, marketing and promoting our unique offerings
- Hire, train and inspire a team of Coaches to embrace and embody Athena Camps culture
- Own camper safety, emergency preparedness, day-to-day operations, parent relations and customer service
- Take pride in creating and delivering an outstanding Athena Camps experience for campers, their families and their community

Essential Responsibilities

- Prioritize and ensure safety of campers and coaches at all times
- Deliver on vision, mission and core values of Athena Camps
- Teach 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 and coaches
- Monitor and assess group dynamics alongside the needs of individual campers to provide best possible experience
- Supervise and provide feedback to Head Coach and team of Coaches
- Provide excellent customer service to parents and campers
- Immediately address concerns, and consistently communicate clearly with parents and campers
- Market and promote Athena Camps in local community

Qualities and Experience

- Passionate about building connection, courage, and confidence of girls and women
- Highly value teamwork and professionalism with excellent problem solving skills
- Proactive, flexible, and takes initiative in a fast-paced, fluid environment
- Strong administrative and organizational skills and attention to detail
- Excellent communication skills, both written and verbal
- Excellent conflict resolution skills, and customer service expertise
- College Degree in relevant field
- 4+ year's experience teaching and/or coaching youth
- 2+ Management / Supervisory Experience
- Ability to work part-time, remotely, starting in February 2024 (2-10 hours per week); then, full-time, on-site in June and July 2024
- Ability to travel to two onsite training events during the pre-camp season
- Great communication skills, both written and verbal
- Valid CPR/First Aid certification/Ability to become certified prior to the start of camp
- Valid Mandatory Report Certification/Ability to complete certification prior to camp start

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable people with disabilities to perform essential functions.

- Some lifting and carrying up to 60 lbs.
- Regularly operate a computer (including typing and reading)
- Constantly communicating in person, virtually, and from a range of distances
- Use hands and fingers to help with classroom and sport supplies and operate equipment
- Regularly move about campsites, walking, kneeling, or standing for extended periods of time

Benefits & Compensation

- Compensation range from \$10,500 - \$14,600
- Leadership training & professional development
- Free summer camp enrollment for your own children
- Friends and Family Discount
- Optional 401(k) Retirement Plan

To Apply

Please send a cover letter and resume to info@athenacamps.com.

Also, apply 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