Camp UniStar

Belonging at Camp, Cherishing the Island, Inspiring Action in the World.

Position: Director
Reports to: Management Committee

Summary:

What makes a truly great camp director? Is it the way they seem to solve the toughest problems without even ruffling their trusty flannel? Or maybe the way they can motivate a staff of future leaders to clean the grimiest of grease traps. You could try walking around with a clipboard and a "to do" list but that's just not going to cut it. A camp director has a certain essence; they are motors down, lending an ear, planning for a power outage, inspiring future staff, giving feedback, camp-is-for-everyone kind of people. What could you bring to the role?

Purpose:

To manage Camp UniStar's programs, human resources, buildings and grounds, finances, and relationships guided by UU principles as well as camp's mission, vision, and values.

Responsibilities and Duties:

The Camp Director is responsible for the overall operation of Camp UniStar from Memorial Day through Labor Day, with the goal of ensuring a safe and environmentally sustainable camp environment, a positive experience for all campers, and healthy supportive relationships among staff. The Director is accountable to the Management Committee. As reflected in the Compensation Scale, this job involves "exceptional responsibilities" that are critical to the safe function and/or effective business operation of camp.

Staff in this role support and lead activities that enrich the camper experience, and contribute to camp's smooth operation

The Camp Director shall:

1. **Camp Management**
    a. Model, support, and promote a culture at camp that is aligned with UniStar's mission, vision, and values
    b. Ensure the smooth and efficient day-to-day operation of camp activities
    c. Ensure adherence to camp policies and procedures
    d. Communicate relevant and necessary safety considerations and instruction to campers, volunteers and guests
    e. Exercise ultimate decision making authority regarding day-to-day camp activities and emergency response

2. **Staff Management**
    a. Provide instruction to staff on their essential duties and provide the oversight necessary to assure compliance with those essential duties
    b. Keep the personnel committee appraised of staff issues or concerns of which

they should be aware
    c. Conduct weekly staff meetings

3. **Staff Hiring**
    a. Assist the personnel subcommittee with the hiring of all seasonal staff
4. **Staff Training**
    a. *Self-development*
        i. Identify a professional development goal each season and a plan or resources to advance skills in that competency. Camp UniStar shall finance such training to the extent the budget permits and the training is beneficial to camp.
    b. *Staff Training Week*
        i. Prior to the commencement of the summer season, design and deliver staff training on camp culture, and all relevant policies and procedures, including health, safety, COVID mitigations, and emergency response, and maintain all requisite training documentation.
    c. *Ongoing Training*
        i. Respond in real time to any additional staff training needs that arise throughout the summer
4. **Staff Evaluation**
    a. Document at least one formal mid-season performance interview with each individual staff member
    b. Advise the personnel committee on overall performance of individual staff members at season's end
5. **Camp Finances**
    a. Be responsible for making summer-time purchases. The Director will be held accountable for adhering to the budget approved by CUF. Any deviation greater than 5% from the approved budget must first receive authorization from Camp UniStar Management Committee. Any single expenditure greater than $1,000.00 shall first receive authorization from Camp UniStar Management Committee
    b. Be responsible for accounting for income and expenses in the manner instructed by the Finance Committee
6. **Registration**
    a. Make sure all campers, volunteers and guests are registered in CampBrain system and payments are allocated
    b. Respond to phone calls, emails, and letters from campers
    c. Run reports needed for camp functioning
    d. Review housing for campers before each week, making sure to check housing notes in CampBrain and on registration forms
7. **Program**
    a. Offer support to program leaders to ensure they have the tools necessary to conduct an effective program, including pre-arrival communications with the program leaders to facilitate preparedness
    b. Oversee youth and children's programming, as well as any other programming undertaken by staff

8. **Leadership Development**
    a. Nurture the aspirations of young campers and volunteers interested in becoming staff
    b. Promote leadership opportunities available to interested and talented campers in the camper community (i.e. CUF board and various committee and subcommittee roles, youth week counselors; program leaders)
9. **Communication with Management Committee**
    a. Work hand-in-hand with the MC and CUF board in achieving strategic objectives and general camp priorities
    b. Make periodic reports during the summer camp season to personnel subcommittee
    c. Attend Memorial Day weekend and Labor Day weekend MC meetings in person or virtually as appropriate
    d. Reach out to appropriate MC subcommittee members with questions;
    e. Be the primary contact for camp vendors, regulators, and inspectors during the summer season
        i. Report the outcome of any regulator/inspector visits to the MC
10. **Other**
    a. Perform other tasks as requested by the Management Committee

Essential Qualifications:

- 18 years of age or older
- Valid driver's license
- Valid Minnesota Watercraft Operator's permit
- CPR, First Aid, Lifeguarding and AED certifications preferred
- Comfortable in a rustic setting
- Experience in supervising others
- Previous leadership experience at a summer camp or equivalent setting
- Business management experience or training
- Self-starter/self-motivated
- Ability to maintain professional relationships with staff, volunteers, and campers
- Able to communicate effectively with people of all backgrounds and abilities
- Responsible decision maker
- Effective problem solver
- Effective team leader; able to provide constructive feedback
- Ability to enforce camp policies

Preferred Qualifications:

- Attended, visited, volunteered, or worked at Camp UniStar at some point in the past
- Background in Unitarian Universalist denomination
- Skilled in boating
- Committed to work at Camp UniStar at least two summers

Physical Requirements

Must be able to do the following for up to five hours at a time: standing, walking, carrying,

balancing, pushing/pulling, reaching, and performing fine motor skills. Must be able to do the following for at least one-third of a shift: move/lift up to 40 pounds, reach overhead and below knees, twisting/turning, climbing (step stools, stairs, loading/unloading items), and squatting (to reach for items). Requires normal range of hearing and eyesight. Must be able to work outside daily in a variety of weather conditions.

Compensation

Commensurate with experience, includes room and board at camp, one day off weekly, additional two personal days per season. Paid sick leave. All staff provide their own health insurance.