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# Example of Camp Director Job Description

Our innovative and growing company is searching for experienced candidates for the position of camp director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for camp director

* Assist with the development of internal policies as they relate to external affairs
* Assist with the preparation of written organizational responses to requests from the County or other stakeholder groups as assigned
* Attend Advisory Board meetings and required meetings with stakeholders as assigned
* Monitor compliance with specific regulatory or contractual obligations as assigned and identify any areas of concern to the Director
* Participate in the outcome measurement activities of the organization
* Share feedback from stakeholder groups with the Director
* Support a corporate culture of commitment to customer service (internally and externally), accountability, and public health interest
* Work with the Director and other Community Care staff to define, develop and implement programs and services to further the mission and goals of the HealthChoices Program
* Work with the Director to monitor the management of other HealthChoices-funded behavioral health services
* Assist in the overall camp evaluation process to ensure parent/camper satisfaction

## Qualifications for camp director

* Demonstrated ability to schedule and supervise staff
* Desire and demonstrated ability to work with children
* Demonstrated ability to relate to one's peer group
* 2 - 3 years experience in recreation and summer camps
* Two year experience with business management/operations, including accounting, revenue and expense reconciliation, payroll, procurement, or budgeting
* Associates or Bachelors degree in Education required