



## Camp Director - Job Description

**Title:** Camp Director

**Reports To:** Artistic Director and Executive Director

**Job Location:** Westport, NY

**Location and Duration:**

- Begins as part time remote, beginning in April or May.
- Full-time, onsite, beginning June 1, and ending August 13. Our session runs from June 23-August 10. Possibility of longer-term part or full time remote work may be offered, as decided by the Meadowmount administration towards the end of the summer.

**Housing:** Provided, and dog friendly. All meals included while camp is in session

**Salary:** \$1,500-\$2,000/week during full time camp season, commensurate with experience (\$25+/hour for part time remote work prior to June 1)

Includes accommodation and meals for duration of session and counselor training.

**Primary Qualifications:**

Bachelor's Degree

25+ years of age

Valid Driver's License

Experience managing camp operations, nursing, kitchen & other staff

Compliant with NYS Department of Health requirements for Camp Director

**Position Responsibilities:**

- Under the Executive Director, direct all camp personnel and be responsible for reporting to and compliance with the NY Department of Health and/or other State and Federal regulatory and accreditation agencies.
- Handle conflict with firm and confident ability, but also with empathy, compassion, and patience.
- Serve as a role model for campers and staff in communications and interpersonal skills, ethics, professionalism, collegiality, leadership and teamwork.

- Medical
  - Ensure compliance with all relevant COVID19 safety mandates, policies, protocols, and procedures, if the need arises for their implementation.
  - Act upon medical emergencies, natural disasters and following the guidelines of the Written Plan in the Executive Director's absence.
  - Willing to take CPR/First Aid Certified OR certified before the summer begins (provided by Meadowmount in June)
- Hiring/Training
  - Training and supervision of Head Counselor and counselors
  - Oversee and participate in hiring, training, and management of summer staff including nursing, kitchen and housekeeping.
  - Hire and supervise seasonal nursing staff, assuring 24-hour coverage for duration of school
  - Manage employee records, including medical.
- Address student behavioral issues alongside the Executive Director.
- Assist summer office administration of reservations for rehearsal cabins, concert hall, and other facilities.
- Manage with Head Counselor recreation on and off campus, field trips, supplies, and equipment.
- Manage in collaboration with Admissions/Administrative Director student workers and job assignments.
- Work with the Artistic Director to ensure that all off campus concerts and post concert dinners are arranged, and are carried out with well organized precision
- Communications between students and their families.
- Mediate and resolve issues with students
- This is not a comprehensive list- other duties may be necessary as the need arises.

### **Skills and Qualifications:**

#### ***Required:***

- Bachelor's Degree
- 25+ years of age
- Valid Driver's License
- Experience managing camp operations, nursing, kitchen & other staff
- Compliant with NYS Department of Health requirements for Camp Director (see note at the bottom of this listing)
- Must pass a background check
- Ability to communicate effectively with all members of the staff/faculty, and the student body
- Attention to detail

#### ***Preferred:***

- An interest in/experience with classical music
- Experience working with or attending intensive music or academic-themed camps

**To Apply:** Please send Alice Volkov, Director of Operations, a cover letter and resume at [alice@meadowmount.org](mailto:alice@meadowmount.org) We will request references after the initial interview.

**About us:** Meadowmount School of Music, founded in 1944, is a non-profit residential summer program for exceptional music students of violin, viola and cello. We are located in the beautiful Adirondack Mountains of upstate New York, and typically enroll around 185 music students ages 13 to 30+. We have a strong focus on chamber music, and giving students dedicated practice time.

Meadowmount School of Music is an equal opportunity employer, and we highly value individuals with a deep dedication to diversity, equity, inclusion, and kindness.

**Please note, these are the requirements from the New York Department of Health to be a Camp Director:**

New York State Department of Health Subpart 7-2 requires a camp director to have at least 24 weeks of previous administrative or supervisory experience in camping or equivalent experience acceptable to the permit issuing official. Candidates must have a sufficient background and management experience to prepare them to make decisions that will protect the health and safety of campers. Certain work experience such as previously being a camp director or assistant camp director will clearly qualify an individual for the position. Other camp experience such as a program administrator/director or head counselor that have program and/or staff oversight responsibilities can qualify as well. When a job title/experience does not clearly demonstrate administrative or supervisory experience in camping, a description of the duties associated with the experience with the percentage of the time associated with the duties should be provided for review.

Other experience working with or overseeing children's programs which provides a similar administrative or supervisory experience as camping can qualify an individual to be a camp director. These include but are not limited to: educational settings, day care, after school programs, and church youth programs. Details of the duties associated with the experience should be submitted for evaluation.