

Director of Camp Northridge Job Description

Type: Contract

Time: Part-time October-May and Full-time June and July

Reports to: Head of Staff at Northridge Presbyterian Church

Summary:

Camp Northridge is a vibrant summer program for STEAM based academic enrichment and recreation for approximately 120 local children each week during the months of June and July. 2024 camp attendance included over 700 children ages 3-10 for ½ day and full day activities. The Director of Camp Northridge is a dynamic person responsible for the management, marketing, budgeting, human resources, and success of the program.

Responsibilities:

The position responsibilities of the Director of Camp Northridge include, but are not limited to, the following:

1. Creation of budget to successfully serve approximately 400 local families and provide meaningful financial contribution to Northridge Presbyterian Church.
2. Creation and implementation of a marketing plan which results in annual growth of program participants and financial contribution to Northridge Presbyterian Church.
3. Conduct recruiting, interviewing, vetting, and hiring of approximately 20 professional teaching staff and 16 college and high school staff members.
4. Develop and conduct training and orientation programs for professional and student staff members, including child protection training, de-escalation training, and fire and active shooter drills.
5. Oversee all aspects of employee performance.
6. Develop and manage weekly curricular offerings. Advise and manage curriculum development with professional teaching staff. Schedule camp course offerings to maximize attendance and profitability.
7. Develop and manage camp registration system.
8. Coordinate with Accounting and Operations staff at Northridge Presbyterian Church for accounting, payroll, and human resources requirements.

9. Serve as a liaison between camp families and Northridge church leadership, including collaborating with the church staff and Northridge Child Development Center staff on other opportunities.
10. Communicate regularly and effectively with camp families, camp teaching and staff members, church staff and committee leadership.
11. Regularly evaluate and assess programs with energy and openness to grow and improve.
12. Other responsibilities as assigned.

Job Requirements – Knowledge, Abilities and Skills

- Teaching – understands the developmental needs of children and can facilitate the creation of learning environments in which children are active participants and encourages the use of multiple learning tools to reach a wide variety of learners.
- Management- is a clear, calm manager who encourages professional teachers to actively engage with children and who can guide and direct teen workers as they learn appropriate work behaviors and interpersonal interactions with children and adults.
- Communication and interpersonal skills- is an effective communicator for a wide variety of audiences including young children, parents, teachers, teens, church staff, vendors, and parishioners.
- Emotional maturity – is seen by others as trustworthy and authentic; seeks wisdom and guidance of appropriate mentors; can remain calm and articulate clearly in stressful situations.
- Proficient in technology including camp registration software, database management, social media, and other common business technology.
- Flexibility – enjoys the fast-paced, ever-changing environment of many children and adults engaging in changing curriculum and activities.
- Excellent time management skills – initiative-taking and enthusiastic problem solver. Can work on and solve a wide variety of problems effectively in a fast-paced setting.
- Reliability and discretion with confidential information.

Qualifications:

Bachelor's Degree - Education, Business Administration, or related field
Experience with, and love of, young children and families
Supervisory skills; program or project management

CORE VALUES

- **Can-Do Spirit:** At Northridge, we are doers who are willing to roll up our sleeves and get the work done. No task is too small or too big. We approach all things with a willingness to help, and as plans change, we stay flexible and adapt to the circumstances.
- **Hope, Not Fear:** Instead of letting fear hold us back, we stay positive when approaching new ideas not only for our team and community but for the church universal. We respond to new possibilities first by imagining what could work rather than focusing on potential negative outcomes.
- **Entertain the Impossible:** We stay open to new ideas when considering the ways that people engage with each other and their faith. We don't ever want to be thought of as a "no" culture. We realize that new solutions may lie in the future that we haven't even considered yet. But we also recognize that by keeping our minds open, we are one step closer to finding them. We ask the question, "why not?" when pursuing new ideas.
- **Don't Settle:** Maintenance is never the goal—meaning that we strive for continual improvement. Even after our biggest successes, we ask, "how can we make this better?"

- **To Apply:** Send resumé and cover letter to campnorthridge@gmail.com.