



Camp Director

Preparation and Organization

- ✓ Develop, with the Executive Director, all required schedules for camp;
- ✓ Attend Staff Orientation, to be held prior to the arrival of campers and conduct orientation sessions as necessary;
- ✓ Organize and supervise opening and closing of Camp when staff arrive and leave.

Supervision

- ✓ Provide supervision and assistance to councilors in student-related programming;
- ✓ Lead staff meetings and monitor staff and student relations;
- ✓ Provide supervision to all staff and oversee general functioning of camp;
- ✓ Ensure efficient functioning of all other aspects of Camp operation including, but not limited to: kitchen/dining hall, infirmary, resource center and business office;
- ✓ Keep camp purchases within budget and keep the petty cash balanced;
- ✓ Supervise the operation of all schedules, including morning and afternoon interest groups, work crews and nightly staff cabin patrols;
- ✓ Coordinate and supervise volunteer involvement.

Reporting

- ✓ Organize and supervise comprehensive report-writing;
- ✓ Write final report;
- ✓ Report to the Board of Directors at a designated time following Camp;
- ✓ Assist in the completion of evaluations for all staff and campers.

Public Relations



- ✓ Assist with public relations in working with Tamarack representatives during media or community group visits to Camp Tamarack;
- ✓ Act as a host/ess to parents/family during FINAL DAY at camp;
- ✓ Attend and lead reunion.

Coordinating

In conjunction with the Assistant Camp Director, supervise and act as a resource person to Teacher Counselors and Recreation Counselor