



Camp Program Director

WHO YOU ARE

You're a positive and inspiring team player with camp (or other relevant) experience ready to transition into the head leadership role in a dynamic camp program. You enjoy rising to challenges, finding solutions and building up those around you. People notice how organized you are. You're approachable, measured under pressure, and you can always be counted on to do the right thing. You're a great communicator (in writing, on the phone and face-to-face) with outstanding leadership potential and a genuine passion for kids and youth programming.

WHO WE ARE

We're a family-owned, seasonal family resort located on Lake Champlain, Vermont, with a full-fledged children's camp program embedded within it. Our year-round team is small (~30 employees) but grows to over 200 staff from all over the world during the summer. Our guest families join us for a week at a time, over a 15-week season. Around 150 kids attend camp each morning from 8:30am until after lunch, and then again each evening for dinner and activities (adults attend their own activities during these times). Families reconvene each day during the afternoon break - 1:30pm to 5:30pm, and share a cottage together throughout the week.

THE POSITION

The Camp Program Director is responsible for the overall supervision and management of the Tyler Place Camp program, which consists of 8 age-staggered programs, from infants to teens, and the supervision of approximately 60 seasonal staff, including seven group directors. This position works in collaboration with other department leaders, and reports to the Managing Director.

This is a unique and fulfilling opportunity that requires an intense commitment during our busy summer months (May through early September) and a hands-on approach to program leadership. We offer a flexible 4-day week throughout the rest of the year, during which time our base of operations moves from the resort in Highgate Springs, VT, to a small office in downtown St. Albans.

This is a full-time, year-round position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Camp Program

- Plan, develop and coordinate exceptional camp programming across all age groups and departments; evaluate and ensure ongoing effectiveness of all aspects of the program
- During the summer season, provide effective supervision and management of the camp department, ensuring quality, consistency and staff commitment across all programs.
- Maintain a positive, supportive, friendly, team-oriented environment.
- Lead, make decisions and fulfill all functions of the director role with honesty and integrity.
- Collaborate and coordinate successfully with other department leaders (waterfront director, pool director, children's chef and meal service supervisor, among others) to ensure the smooth operation of programs.
- Schedule, supervise and evaluate all staff in the Camp Program, providing support (and disciplinary measures) when necessary.
- Provide effective support, supervision and guidance to group directors as they develop their leadership, organization and decision-making skills.
- Maintain positive relationships and correspond effectively with parents, addressing any concerns and/or issues sensitively and objectively.
- Work in partnership with the Recruitment Director to hire an excellent team of directors, counselors and caregivers.
- Thoroughly plan, prepare for and coordinate counselor orientation and pre-season schedules.
- Create, and maintain up-to-date information on all materials related to the Camp Program (activity schedules, handbooks, guest info etc).
- Manage a program budget; prepare and organize purchase lists and proposals and ensure the program has everything it needs to function successfully.

Local Recruitment and Community Outreach

- Attend job fairs, colleges and establish relationships within the local community
- Assist Recruitment Director as needed in the recruitment, administration and organizational duties required in the hiring of seasonal staff across departments.

Other

- As part of the year-round Tyler Place team, be willing to support and/or assist other departments as needed.

WHAT YOU'LL BRING:

A Bachelor's degree in a relevant field; prior camp programming experience preferred.

- Experience working with children in a camp, school and/or similar setting
- Energy, friendliness, flexibility and creativity
- Superb organization and time management, and the ability to work in a self-directed way
- A strong sense of personal responsibility, honesty, integrity and work ethic
- A strong sense of initiative, pride in your work, and a commitment to self-reflection and self-learning
- Excellent communication skills, and ability to handle situations with composure
- Ability to solve problems in a positive and productive manner
- Ability to manage competing requests and tasks under pressure
- Passion, commitment and a love for working with kids!

BENEFITS:

Starting salary of \$55,000 per year, plus a generous benefits package that includes retirement, full health & dental insurance, paid time off, health and wellness stipend, professional development and end-of-year bonus. Free meals during the summer and use of many of the resort facilities during your time off. Housing available if needed during the summer.

HOW TO APPLY

Please send your resume and cover letter to jon@tylerplace.com.