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Overnight On-Site Director

Overview

The Overnight On-Site Director (SD) for Surf Camp, Inc. must be a multi-talented, service-oriented individual with a strong desire to provide a safe, fun, and enriching summer camp experience for staff and campers in an overnight camp setting. Our programs attract teens from all over the world that have the desire to learn how to surf, to learn about marine biology, and to experience the local culture and wildlife unique to North Carolina. Applicants must have a passion for marine stewardship, teaching, inspiring youth, and surfing. This position requires the candidate to work as part of a team to inspire, instruct, and provide care to several teams and groups of campers.

The SD will be responsible for the daily running of our Campus Facility, planning and facilitation of a variety of evening activities, running the camp store, overseeing the kitchen, and logistical support. Logistics are a key element of our overnight programs and include equipment management and maintenance, evening program set-up and break-down, and other duties as assigned. This position will also assist with coordination of arrival and departure of campers. Last but not least, the SD must ensure that all staff and campers stay safe while having an awesome and life-enriching experience. This position reports to the Program Director.

Skills and Requirements

Minimum Qualifications

- ❖ Completed Bachelor's degree in Recreation Management, Education, Administration, or applicable field
- ❖ At least one (1) year of camp administration experience
- ❖ At least three (3) years of in-field camp experience (i.e. counselor, instructor, unit leader)
- ❖ Experience managing multiple teams, their schedules, and their budgets
- ❖ Ability to plan, originate, organize, and carry out daily and special programs
- ❖ Ability to organize and manage the camp store and inventory
- ❖ Ability to remain focused in a fast paced, stressful, and fluid camp atmosphere
- ❖ Excellent critical thinking and problem-solving skills
- ❖ Certified American Red Cross Lifeguard, first aid/CPR or willing/able to get
- ❖ At least 25 years of age
- ❖ Strong communication, decision-making, logistical, and organizational skills
- ❖ Must be in excellent physical condition
- ❖ Ability to pass a 500-yard open-ocean swim test
- ❖ Ability to lift 50 pounds unassisted
- ❖ No conflicting summer commitments including travel, work, or other leave of absence
- ❖ Proven ability to effectively manage staff
- ❖ Able to pass a government background check
- ❖ Clean driving record

Desired Skills

- ❖ Director Certification by the American Camp Association
- ❖ Serve Safe certification
- ❖ Surfing experience
- ❖ Wilderness First Responder certification or higher
- ❖ Familiarity with local marine ecosystems and organisms
- ❖ Energetic, morning person with a positive attitude

Responsibilities and Duties:

Activities primarily take place in North Topsail Beach at our Campus Facility with occasional office work in the Main Office in Wilmington, NC.

This seasonal position requires that individuals maintain a strong skill set in the following areas: organization, punctuality, problem solving, as well as have a solid attention to detail. These skills are crucial in order for you to provide the best possible experience for staff and campers. Programs do require work on weekends and holidays, though there is some time off between camps and/or during the week.

The following skills are crucial: goal setting, prioritization, strategy development, adherence to policies and procedures, and time management. It is of utmost importance to be pro-active and forward thinking.

Staff responsibilities are listed below, but may not be limited to this list:

- ❖ Maintain the highest level of risk management, responsibility, and sound judgment at all times
- ❖ Provide consistent support to staff team, by handling tasks and duties, delegating duties to staff, and focusing on campers' safety and schedule
- ❖ Responsible for the implementation of program curriculum and consistent day-to-day activities
- ❖ Responsible for assisting managing the schedules for all overnight programs at the facility
- ❖ Create meal schedules and cleaning schedules for all units residing at camp
- ❖ Supervise and manage the seasonal administrative staff and seasonal kitchen staff
- ❖ Attend all scheduled meetings with the Program Directors
- ❖ Perform all pre-session tasks, including but not limited to: arriving at the camp location prior to the start date, reviewing camp binders, preparing for camper arrival, delegating responsibilities, and ensuring all supplies are prepared and accessible
- ❖ Responsible for helping with water activities as needed
- ❖ Facilitate camper check-in and check-out; coordinating picking up campers from the airport on the first day and on the last day, with supervision at the airport until the last camper flight departs
- ❖ Organize and help prep facilities at the end of each camp session
- ❖ Complete all post-session tasks; including but not limited to: completing binder checklist, clean-up, program and staff evaluations, and inventory of supplies
- ❖ Conduct weekly team meetings to go over any camper issues, logistics and schedule
- ❖ Make quick decisions throughout the day based on weather and wave conditions
- ❖ Practice open communication with your teams; address any issues immediately
- ❖ Mentor staff and provide feedback and corrective action when necessary
- ❖ Assist with daily camp setup and breakdown with seasonal administrative team when needed
- ❖ Ensure that budgets are met and cost efficiencies are improved
- ❖ Organize, develop, and implement program curriculum
- ❖ Prepare and lead hands-on, educational, teambuilding activities for campers and staff
- ❖ Supervise and actively participate in camp activities
- ❖ Stand in for staff members as needed
- ❖ Put camper needs before own; get to know each camper, make them feel welcome and accepted
- ❖ Provide proper behavior management of campers; handle camper discipline issues and emergency situations that may arise
- ❖ Serve as a positive role model, display maturity, responsibility, flexibility, and sound judgment
- ❖ Oversee participants safety, medication administration, and dietary preferences
- ❖ Safely transport students and/or staff in 15 passenger vans
- ❖ Communicate with parents as needed during the camp session; answer questions and calmly address any issues that may arise
- ❖ Carry and respond to director's company cell phone 24/7, delegating coverage when off
- ❖ Coach and mentor all staff, particularly unit leaders, in camper/staff management
- ❖ Follow proper Emergency Procedures when necessary

- ❖ Clearly understand company goals, high safety standards, and mission; continuously work to professionally promote the organization's mission and achieve its goals
- ❖ Be knowledgeable of Surf Camp, Inc. as a company, as well as our diversity of programs

Compensation

We offer above average industry-standard compensation commensurate with experience, and the inclusion of pro-deal opportunities. In addition, the compensation package will include ocean-view accommodations and meals during the summer program, valued an additional \$2,000.

Position Duration

Due to the amount of responsibility given the SD, this seasonal position begins in May. Programs run from early June – early August on Topsail Island, NC. Candidates would need to attend and assist leading the mandatory staff training in the beginning of June. This position ends in August.

About Surf Camp Inc

Surf Camp Inc. is a leader in the growing world of learn-to-surf adventure camps. Our brand symbolizes a long-standing commitment to technical instruction expertise and ocean safety awareness which is evident in our three main core values: "Safety, Learning, and Fun!" We develop and conduct a diversified mix of summer camps for kids and teens, as well as adult travel adventure programs.