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Overnight On-Site Director

Overview

Surf Camp, Inc. is looking for a dynamic, service-oriented Overnight On-Site Director (SD) who is passionate about providing a safe, fun, and educational experience for both staff and campers in a residential camp setting. Our programs attract teens from around the world eager to learn surfing, marine biology, and explore North Carolina's unique wildlife and culture. This position involves working closely with a team to inspire, instruct, and provide care for multiple groups of campers.

The SD will oversee the daily operations of the campus facility, manage kitchen and camp store logistics, plan and facilitate evening activities, and assist with camper arrival and departure coordination. The SD is responsible for ensuring all staff and campers stay safe while enjoying an enriching camp experience. This position reports directly to the Operations Director.

Key Responsibilities

- ❖ Oversee and ensure the safety and well-being of campers and staff throughout the camp session.
- ❖ Manage the implementation of the daily camp program and special activities.
- ❖ Oversee logistics, including equipment management, camp store, and meal schedules.
- ❖ Supervise and support the seasonal administrative team and kitchen staff.
- ❖ Mentor staff, providing feedback and ensuring consistent performance throughout the season.
- ❖ Handle camper check-ins and check-outs, including transportation to and from the airport.
- ❖ Plan and execute evening programs and teambuilding activities for both staff and campers.
- ❖ Assist with water activities, ensuring safety and providing support as needed.
- ❖ Facilitate and manage staff meetings to review camper concerns, logistics, and schedules.
- ❖ Ensure that camp facilities and equipment are well-maintained, including post-session clean-up and inventory checks.
- ❖ Make quick decisions based on weather conditions and camp needs.
- ❖ Foster a positive camp environment by modeling responsibility, flexibility, and sound judgment.
- ❖ Ensure all camp policies and emergency procedures are followed.
- ❖ Safely transport campers and staff in 15-passenger vans as needed.
- ❖ Communicate effectively with parents and address any issues or concerns that arise during the camp session.
- ❖ Support staff development, including assisting in the training of unit leaders and counselors.
- ❖ Follow proper emergency procedures when necessary and ensure the camp environment remains safe at all times.

Qualifications

Minimum Requirements

- ❖ Bachelor's degree in Recreation Management, Education, Administration, or a related field.
- ❖ At least 1 year of camp administration experience.
- ❖ A minimum of 3 years of experience in camp roles such as counselor, instructor, or unit leader.
- ❖ Proven experience in managing multiple teams, schedules, and budgets.
- ❖ Ability to plan, organize, and implement daily camp programs.
- ❖ Strong organizational and logistical skills, with the ability to manage inventories and camp facilities.
- ❖ At least 25 years of age.
- ❖ Current certification in American Red Cross First Aid/CPR (or ability to obtain).
- ❖ Ability to swim comfortably in the ocean and lift up to 50 pounds unassisted.
- ❖ Ability to remain calm and focused in a fast-paced, high-pressure environment.
- ❖ Strong communication, decision-making, and problem-solving skills.
- ❖ Proven leadership ability to manage, coach, and mentor a diverse team.

- ❖ Clean driving record and ability to pass a background check.

Desired Skills

- ❖ Director certification by the American Camp Association.
- ❖ Serve Safe certification.
- ❖ Wilderness First Responder (WFR) or higher certification.
- ❖ Familiarity with local marine ecosystems.
- ❖ Energetic and positive attitude, with a passion for working with youth.

Compensation

- ❖ Competitive salary, based on experience.
- ❖ Ocean-view accommodations and meals during the summer program (valued at \$5,000).
- ❖ Pro-deal opportunities and additional perks.

Position Duration

The position begins with mandatory staff training in late May and continues through early August. Candidates are expected to arrive at the camp in early May to assist with pre-camp preparations and lead staff training. The camp season ends on August 3.

About Surf Camp Inc

Surf Camp, Inc. is a leader in learn-to-surf adventure camps, known for our expertise in technical instruction and commitment to ocean safety. Our three core values—*Safety, Learning, and Fun!*—drive everything we do. We offer a variety of summer camps for youth and teens, as well as adult travel adventure programs, all designed to inspire a love for the ocean and marine conservation.