



990 Pelham Parkway South ~ Bronx, NY 10461

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🌐 [www.bronxhouse.org](http://www.bronxhouse.org)

## **JOB DESCRIPTION**

**Job Title:** Camp Director  
**Department:** Children & Family Services  
**Reports To:** Chief Program Officer  
**FLSA Status:** Non-Exempt

### **SUMMARY**

Bronx House, Inc. is looking for a strong candidate who is enthusiastic, creative and has the ability to successfully lead and supervise an outdoor day camp program in Rockland County, NY that serves over 500 campers during summer camp season and enrichment, vacation and family programs throughout the school year. The director will be accountable for the overall management of these programs and is specifically responsible for personnel management, program development, and health and safety management in accordance with NYS Health Department and Bronx House policies.

### **Essential Duties and Responsibilities**

- Manage an outdoor summer day camp program that serves over 500 campers.
- Lead the staff hiring process and ensure quality supervisors, specialists and counselors are hired.
- Provide quality direction and supervision to camp leadership and other staff.
- Coordinate staff training and evaluation.
- Liaise with campgrounds administrators to ensure camp readiness, safety and smooth operations.
- Work with the office manager to help ensure a successful camp registration process.
- Effectively promote camp to the community to drive enrollment year-round.
- Ensure all program policies and procedures are adhered to and updated when needed.
- Manage school vacation programs weekend enrichment programs and instructors.
- Organize special events for Bronx House families and the community.
- Assist with grant writing and development and implement new programs.
- Ensure compliance with funding and Department of Health requirements.
- Create and manage department budgets and complete all necessary reports and paperwork.
- Evaluate all programs and restructure and make improvements as needed.
- Work with marketing consultant year-round to develop advertising materials for all programs.
- Perform other duties as assigned

### **REQUIREMENTS:**

- At least 5-7 years of experience successfully managing day camp programs.
- Strong work ethic, professionalism and good judgement.
- Very organized, self-motivated, and able to meet deadlines.
- Strong communication skills, both verbal and written.
- Effectively use Microsoft Office and adaptability to learn new software programs.
- Successfully complete DOH background clearance.
- Ability to travel to Rockland County pre and post camp as needed.

### **EDUCATION/EXPERIENCE:**

- Bachelor's degree in a related field Required. Master's degree preferred.

**STATUS:** Full-time, non-exempt, 40 hours per week

**SALARY RANGE:** \$60,000 - \$65,000 per year