

Summer Day Camp Manager

Overview:

We are looking for an enthusiastic Summer Day Camp Manager to manage our private country club's 9-week summer day camp, Camp Georgetown. The camp is designed for children entering grades K-8, and can enroll a maximum of 30 kids per week, a majority of which are members of the club. Camp will have full and exclusive access to our indoor clubhouse during camp time (8:30 a.m. - 4:30 p.m. weekdays), and use of all other facilities (tennis, golf, pool, volleyball, and basketball area) as long as scheduling permits. Our camp philosophy is rooted in three core areas: outdoor recreational time; creativity; and building community and connections.

To ensure success, the Camp Manager will have experience in developing camp/school curricula and demonstrate the ability to assume responsibility for the day-to-day management of a camp/school. While this position will be full-time over the summer (mid-June through late August), it will also require planning and coordination activities that will begin in early spring.

Responsibilities:

- Design engaging age-appropriate activities and weekly curricula, which should vary week by week, and focus on our three core areas of camp philosophy
- Work closely with the General Manager to ensure compliance with local, state, and federal regulations
- Ensure compliance with safety regulations and emergency procedures; conduct regular safety audits of equipment; follow and maintain emergency response plans; oversee maintenance and cleanliness of camp facilities
- Assist in hiring and training of camp counselors; daily supervision of camp counselors; scheduling of counselors
- Monitor campers' physical and emotional well-being; implement behavior management strategies; accommodate special needs of individual campers
- Ensure proper inventory of supplies and equipment; order supplies when necessary

The ideal candidate will:

- Foster a positive, inclusive atmosphere where campers can learn, grow, and have fun
- Serve as a role model for campers, promoting positive behavior and interpersonal skills
- Communicate effectively with campers, parents, and fellow staff members to provide updates and address any concerns
- Has the enthusiasm, creativity, and a genuine passion for working with children
- Have experience with the hiring and supervision of other staff members
- Enjoy being outdoors and active

Qualifications:

- Must be at least 21 years old
- Ideally hold a bachelor's degree in early childhood development, education, recreation management, or similar field
- Have at least 3 years working with children in a camp, school, or recreational setting, preferably with increasing responsibilities
- Possess strong leadership, communication, and interpersonal skills
- Current American Red Cross CPR for the Healthcare Providers certification (aka CPR for the Professional Rescuer) or willingness to obtain at least 4 weeks before the camp opening date.
- Able to pass background check, which includes LiveScan fingerprinting at least 4 weeks before the start date
- Can provide Georgetown Country Club with 3 statements of personal reference

Season: Planning of programming and hiring of counselors in late winter/early spring; 9 weeks of camp takes place mid June through August.

A draft schedule for the season:

- Camp enrollment opens in February
- GTCC all-staff training in May
- Camp begins the week of June 16th
- The last week of camp will be August 11th

Salary:

- \$10,000 for the season

How to apply:

If you are passionate about working with children and creating unforgettable summer experiences, we encourage you to apply for this position at Georgetown Country Club. **To apply, please submit your resume and cover letter outlining your relevant experience and why you would be an excellent fit for this role to our General Manager at gm@georgetowncc.com.** We look forward to hearing from you!

Georgetown Country Club is an equal-opportunity employer and welcomes applications from individuals of all backgrounds. Employment with Georgetown Country Club is at will. This means your employment is subject to termination by you or Georgetown Country Club, with or without cause, with or without notice, and at any time.