



Camp Partnerships Manager

Job Title: Camp Partnerships Manager **Reports To:** Director of Programs

Status: Full-time, temporary, exempt

Schedule: This is a temporary position from January 14 to September 13, 2019. Monday-Friday, flexible schedule between 7:30am and 6pm. Some evenings and holidays required.

Salary Range: \$480-\$600/week based on experience + medical benefits

Department: Education/Programs

Purpose & Summary

The Camp Partnerships Manager is responsible for supporting the success, safety, and fun of Unity in Learning camp programs by managing the day-to-day operations of partnership camp programs and working with other camp leadership to provide site and summer camp staff support. This position ensures high quality education programs and staffing throughout Unity in Learning camp programming with specific focus on the partnership camp programs across the Unity in Learning organization. This position will work primarily from the Ann Arbor Hands-On Museum and Yankee Air Museum, and is required to travel between all camp sites.

Essential Duties

- Under the guidance of the Director of Programs, manage all aspects of Unity in Learning partnership camp programs and assist with other camp programs including: Parents' Night Out, Days off Outdoors, Break Camps, and Summer Camps
- Serve as the director of Unity in Learning's partnership summer camp programs from May-August. Assist with implementation of camp policy and procedures including crisis and risk management, emergency procedures, and contact information; enforce camp policies and procedures for campers and staff
- Coordinate with community partners around program needs including camp site locations, educational programming, materials, and licensing requirements
- Develop and modify program curricula to align with customer needs, education program rubric, and the strategic plan
- Contribute to program marketing efforts
- Manage program evaluation to ensure program delivery consistencies and quality
- Assist in the preparation, implementation and management of camp program budgets, maintaining accurate and detailed financial records; prepare recommendations for future program budgets
- Serve as a member of the program team meeting, and as a mentor to camp staff; acting as a resource and support for all team members
- When needed, work irregular working hours, including weekends, evenings, and some holidays to maximize the support for staff and programs

- Provide excellent customer service to families, visitors, and community partners
- Assist with other duties related to the organization's mission as assigned

Shared essential functions

Work with other camp leadership staff to provide day to day program support and staff management which may include:

- Utilize daily and weekly communication systems to ensure timely communication among camp leadership team
- Assisting with program set-up, clean-up, customer service, teaching, and handling staff absences
- Training and mentorship of camp program staff, volunteers, and interns with emphasis on creating a safe and supportive atmosphere for staff and participants; Participate in hiring committee for staff
- Coordinating program and staffing schedules and advising on camp staffing needs to ensure adequate staffing for all camp programs
- Assist Director of Programs and Camp Programs Manager with evaluation of programs, ensuring content and delivery meet expectations
- Approving and correcting time sheets
- Maintaining program spaces and materials and procuring program supplies within budgetary guidelines
- Serving as a model for best practices, and offer on-the-spot coaching and guidance as well as contribute to formal performance management systems. Contribute to annual evaluation process for teaching staff

Required Qualifications

- Must be at least 21 years of age.
- Have a minimum of 8 weeks cumulative full-time experience working with preschool- and/or elementary-age children.
- Have a minimum of 4 weeks full-time administrative experience in an organized camp or similar program.
- Demonstrate proven experience in leadership, youth supervision, mentorship, and program administration.
- Be willing and able to learn and execute all statutes and rules regarding camp licensing.
- Current certification or ability to be certified in Adult and Child CPR/First Aid (A one-day CPR/First Aid training is provided at no cost to staff the first week of June—check website for details. If staff is unable to attend provided CPR/First Aid training, staff member must obtain the credentials at their own cost, prior to the first day of camp.)
- Current certification or ability to be certified in community first aid and CPR for the professional rescuer or as a wilderness first responder in order to serve as a health officer at camp.
- Able to receive a clean criminal background check, central registry clearance, and three positive references (from non-relatives) prior to being hired.
- Ability to work outside in all weather conditions, walk long distances and on uneven terrain, and lift at least 50 pounds.

- Ability and willingness to work in an environment which includes exposure to environmental allergens including, but not limited to, dust, mold, pollen, live birds, insects, and other animals, and unvaccinated individuals.
- A strong and active interest in learning and personal growth, including the ability to conduct self-assessment and to give and receive feedback with colleagues.
- Ability to effectively communicate with diverse audiences.
- Valid Michigan driver's license and proof of clean driving record.
- Computer literacy on a Microsoft-based platform, Google Docs; Ability to learn Z2Systems Neon and CampDoc.
- Willingness and ability to lead groups in singing and large games.
- Highly organized, flexible, self-directed, able to multitask, and possessing a strong work ethic; able to work quickly and efficiently with a positive attitude both independently and as part of a team.
- Positive and enthusiastic attitude.

Desired Qualifications

The more of these qualifications you possess, the stronger your application will be, but lack thereof does not rule you out of a position as long as you meet the above stated requirements.

- Previous experience working with youth.
- Experience and ability to work well independently and as part of a team.
- Bilingual in English and Japanese, Korean, or Mandarin
- Demonstrated public speaking skills and ability to communicate with enthusiasm.
- Computer literacy on a Microsoft-based platform.
- Bachelor's Degree or two years of experience in camps, interpretation, recreation, nature centers, science museums, or related field.

HOW TO APPLY:

Email a PDF of your resume, complete contact information for three professional references, and typed responses to the following questions to jobs@aaahom.org. Only complete, emailed application packets will be accepted. [Contact Etta Heisler](#), Director of Programs, with questions.

To be considered for a first-round interview, please apply by Monday, December 31, 2018.

1. Why do you want to work as Camp Partnerships Manager? What would you hope to learn or achieve in this role? (Max. 150 words)
2. What is the point of summer camp? What is a Camp Director's role in fulfilling the purpose of summer camp? (Max. 150 words)
3. Describe a work or volunteer experience that demonstrates the skills and/or characteristics you have that will make you an effective Camp Partnerships Manager. (Max. 300 words)
4. Share a story from your work or volunteer experience when you made a mistake. Describe the situation. What did you do? What was the outcome? What did you learn or what would you do differently in the future? (Max. 300 words)