

Title: Assistant Camp Director

Organization: Roundup River Ranch, a Provisional Member of the Association of Hole in the Wall Camps

Reports To: Camp Director

Start Date: March 2012

Roundup River Ranch is a year round camp for children with life-threatening illnesses and is a provisional member of the Association of Hole in the Wall Camps and currently seeks an Assistant Camp Director. The Assistant Camp Director is responsible for assisting the Camp Director with evaluating and working with camp personnel to develop effective curricula, paying particular attention to philosophical and artistic considerations, to provide a positive camp experience and enhance the well-being of the campers who attend Roundup River Ranch. This position entails assisting the Camp Director by working with full-time employees, volunteers and seasonal employees.

The Program Director, Volunteer Coordinator and Facilities Manager (currently hired) will work in close concert with the Camp Director and Assistant Camp Director.

This is a seasonal position with significant time demands. The Assistant Camp Director is expected to live at the Roundup River Ranch campsite in Dotsero, Colorado when camp is in session (anticipated to be 7+ weeks in 2012). The year round camp office is in Dotsero.

Qualifications:

Qualifications include a Bachelors' degree or equivalent (Master's preferred); previous experience working with children dealing with life-threatening illnesses, and developing effective camp programs and curricula to create a positive environment for such children; a minimum of three years of senior camp administrative or leadership experience; a minimum of three years of management or supervisory experience; experience managing substantial budgets; strong collaboration and team-building skills; well-developed communication skills; and a passion for the camp's mission.

Job Responsibilities:

Camp Development

- Assist the Camp Director to evaluate and work to develop effective programming, facilities and maintenance, food services, and all other operations at the camp site including coordination of all functions, while working closely with the Medical Director and medical staff.
- Assist the Camp Director to study, develop, implement, and enhance camp programs, policies and procedures, integrating all medical policies as developed by the medical staff.
- Assist the Camp Director to identify the equipment, furniture and supplies to be maintained at camp and ensure functionality of the camp and its programs.

Advise executive staff and other senior management on items that will help enhance the overall camp experience.

- Assist the Camp Director to consult with Executive Director and evaluate decisions relating to plans to hire, manage and direct the camp staff, providing education and ongoing training.
- Assist the Camp Director to analyze and develop effective orientation programs (while coordinating with medical staff) for staff and volunteers prior to each camp session.
- Assist the Camp Director to develop and implement a crisis management plan, including emergency procedures.

General Operations

- Assist the Camp Director to study and provide guidance relating to methods by which to ensure all compliance and licensing for the camp and its staff. Establish and maintain standard operating procedures to achieve ACA accreditation, meet all Association of Hole in the Wall Camps Criteria, and become a full member of the Association of Hole in the Wall Camps.

Administration Duties

- Assist the Camp Director to study and advise on manner in which to develop the operations/program budget (consistent with the business plan) of the camp and identify and implement cost savings opportunities including in-kind donations.
- Work closely with the Medical Director to ensure the coordination of medical and program activities.
- Participate in studies on special projects, as requested, including providing advice on requirements associated with reporting to the Association of Hole in the Wall Camps and supporting Roundup River Ranch's development activities.
- Assist the Camp Director to report to the Executive Director and as requested to the Board of Directors regarding the activities of the camp and methods by which to improve them.
- Assist the Camp Director to help to develop plans to ensure support of the mission, vision and values of Roundup River Ranch.

Applications:

Applications (including cover letter and resume) may be sent to the Camp Director, Evan Brothers, at evan@roundupriverranch.org.