

**Title:** Camp Director  
**Organization:** Roundup River Ranch, a Provisional Member of the  
Association of Hole in the Wall Camps  
**Reports To:** Executive Director  
**Start Date:** May – June 2010

The Camp Director is responsible for all aspects of the camp experience and the well-being of the campers who attend Roundup River Ranch. This position entails managing a staff of full-time employees, volunteers and seasonal employees while ensuring that the camp meets or exceeds all applicable standards, is medically safe, offers excellent programming, is well-equipped and maintained and is operating within budget and pursuant to the Camp's Business Plan. The Camp Director is responsible for hiring all camp program and facilities staff, in coordination with the Executive Director, in preparation of the camp opening in the summer of 2011. The Program Director, Volunteer Coordinator and Facilities Manager (currently hired) report to the Camp Director. 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. For more information see [www.roundupriverranch.org](http://www.roundupriverranch.org) and [www.holeinthewallcamps.org](http://www.holeinthewallcamps.org) This is a full-time, year-round position with significant time demands in the summer months, and the Camp Director is expected to live (can include a family) at the Roundup River Ranch campsite in Dotsero, Colorado when camp is in session (anticipated to be 4+ weeks in 2011 and will ramp up to 8+ weeks over a period of years). The year-round camp office is in Dotsero.

**Qualifications:**

Qualifications include Bachelor's degree or equivalent; previous experience working with children dealing with life-threatening illness; a minimum of three years of senior camp administrative 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**

- Oversee programming, facilities and maintenance, food services and all operations at the camp site including close coordination with Medical Director and medical staff.
- Develop, implement, maintain and evaluate camp programs, policies and procedures, integrating all medical policies developed by the medical staff.
- Identify the equipment, furniture and supplies to be maintained at camp and ensure functionality of the camp and its programs.
- Hire, manage and direct the camp staff, providing education and ongoing training.
- Develop and provide orientation (while coordinating with medical staff) to staff and volunteers prior to each camp session.
- Develop and implement a crisis management plan, including emergency procedures.

### **General Operations**

- Oversee all compliance and licensing for the camp and its staff and 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.
- Support effective hospital partnerships and medical relationships as requested by the Medical Director.

### **Administration Duties**

- Work closely with CFO/Administration Manager on financial matters, budgeting, risk management, human resources and other issues within the job description of the CFO/Administration Manager.
- Develop and manage 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 Medical Director to ensure the coordination of medical and program activities.

- Participate in special projects and other duties as requested, including reporting to the Association of Hole in the Wall Camps and supporting Roundup River Ranch's development activities.
- Report to the Executive Director and to the Board of Directors regarding the activities of the camp.
- Support the mission, vision and values of Roundup River Ranch.

**Applications:**

Review of applications will begin immediately and will continue until the position is filled.

A resume with an accompanying cover letter may be submitted by email attachment to [tiana@roundupriverranch.org](mailto:tiana@roundupriverranch.org) or mailed to Tiana Carlson, Roundup River Ranch, PO Box 8589, Avon, CO 81620.