

NOW HIRING

ASSOCIATE DIRECTOR



Program development and oversight
Summer staff recruitment, training and supervision
Facility and program support

Location

Located just across the Bay Bridge from Annapolis, Maryland, Camp Wright sits on 140 acres of pristine open space on Kent Island. 75 minutes from DC and Baltimore. Our local community offers great opportunity for connection and engagement.

About Camp Wright

Camp Wright has been offering summer camping on the Chesapeake Bay since 1930. A ministry of the Episcopal Diocese of Easton. ACA Accredited since 1993. Located on 140 acres of woodlands with waterfront, rustic cabins and a 140,000 gallon swimming pool, sports courts & playing fields.

The Opportunity

Camp Wright is seeking an exceptional leader to serve as our next Associate Director. The Associate Director manages the summer camp operation and supports all aspects of Camp Wright's mission throughout the year. This is a 12 month exempt position, and living on property is expected from June 1 to August 25.

Compensation

\$45,000–49,000
Health, dental, life insurance coverage
Continuing Education and Training
Employer provided pension via Church Pension Group
Generous PTO
Private summer on site housing
Meals while camp is in session

PROGRAMS

Camp Wright offers day and overnight camp programs to over 1,000 campers each summer. Our program is traditional, unplugged, and outdoor based.

CORE VALUES

Camp Wright values joy, wonder, openness, respect, Christian Community, growth and transformation.

HISTORY

Camp Wright has been in operation since 1930. We added a day camp program in 1997 to expand our reach to local participants. Several third generation Camp Wrighters enjoy our programs. We seek to balance tradition with meeting the needs of 21st century participants.

COMMUNITY

Camp Wright is a ministry of the Episcopal Diocese of Easton, and shares property with Christ Church Parish, Kent Island. We enjoy relationships within the American Camp Association, Episcopal Camps and Conference Centers, Inc, and with local school, scout and community groups.

Position Description: Associate Director

The primary function of the Associate Director is mission fulfillment through the management, operation, and administration of Camp Wright's camp programs.

PROGRAM DEVELOPMENT AND OVERSIGHT

- Plan and execute high quality summer programs to a diverse audience of children and young adults
- Maintain and update standards of policies and procedures to be aligned with national, state, local, ACA requirements and industry best practices
- Oversee regular ACA visitation process including written documentation, site visits, and compliance between reviews
- Prepare and develop programs and session events in accordance with established theme and goals
- Oversee program budget, program staff payroll, and petty cash allocations
- Meet regularly with other program and facility directors to facilitate the planning and proper administration of all parts of the camp's program and services including coordinating with Registrar, Food Service, Maintenance, and Program Coordinator
- Schedule programs, group assignments, classes and counselor assignments
- Monitor weather conditions and make appropriate plans for activities
- Evaluate program, participant feedback, incident reports and other data and make appropriate adjustments to program
- Work with Camp Registrar to make cabin and group assignments

SUMMER STAFF RECRUITMENT, TRAINING, AND SUPERVISION

- Recruit and hire program staff
- Train and supervise the summer staff
- Develop training materials and identify outside trainers and resources
- Interpret camp goals and policies to summer staff. Provide leadership to the summer staff in helping them to understand and follow the goals and policies
- Develop leadership team for camp programs, in collaboration with the Executive Director
- Review, assess, and provide feedback to staff members
- Maintain staff paperwork and files in accordance with National, State, Local and ACA Requirements

PROGRAM, FACILITY, AND OPERATIONAL SUPPORT

- Communicate with stakeholders about program, including creation of brochures, newsletters, and social media elements
- Serve as a thought partner and support role in the design and execution of off season and community events
- Promote Camp Wright in local and diocesan communities
- Design, purchase, and maintain promotional merchandise, including Summer Camp T-Shirts
- Assist in the creation and execution of the Camp's \$900,000 budget
- Assist with marketing, including social media presence
- Serve as an alternate to the Executive Director as needed
- Participate in weekly staff meetings
- Host rental groups
- Support fundraising and capital development efforts





KNOWLEDGE AND SKILLS REQUIRED

- Experience working in the Microsoft Office Suite: Excel, Word, etc;
- Experience using Google Drive
- Experience working with database management systems;
- Knowledge of the ACA and its policies and practices;
- A minimum of 3 years supervisory experience with at least one year of experience in the youth camping field
- At least 21 years old
- Excellent oral and written communication skills
- Good driving record and ability to operate a 15 passenger van
- Must be of good character and integrity, have a sense of humor, and be adaptable
- Visual and auditory ability to observe the work of individuals and hazards in an outdoor camp setting
- Physical stamina and dexterity to function at a high level in an outdoor camp setting
- Active involvement in the life and worship of a Christian community of faith

SUPERVISION

The Associate Director reports directly to the Executive Director. The incumbent is expected to work independently and with minimal guidance. The Associate Director directly supervises and evaluates the work of the Counselors assigned to the camp programs. The Associate Director directly supervises the Administrative Staff, Leadership team and all Program Staff leaders. The Associate Director supervises, with the Camp Executive Director, the Day Camp Director. This is a resident position from the last week in May to the end of the camping season.



Camp Wright is an accepting, open, Christian community of faith. Camp Wright is committed to engaging in equitable practices in all of our programming. Our work as a camping community is to acknowledge and resist systems that promote oppression and disenfranchisement. Our goal is to honor the diverse backgrounds of our campers, staff, and other participants so that we may all find meaningful ways to participate in community. People of all races, colors, religions, creeds, sexes, gender identities, national origins, and sexual orientations are welcome.



CAMP WRIGHT

EPISCOPAL DIOCESE OF EASTON

As a ministry of the Episcopal Diocese of Easton, Camp Wright's Mission is to connect young people to God, to one another, and to the natural world around them.



TO APPLY

Send a copy of your cover letter and resume to Julia Connelly, Executive Director
director@campwright.com