

**College Park Friends Educational Association
aka Woolman at Sierra Friends Center**

CAMP WOOLMAN CAMP DIRECTOR

for Wombat Camp and Teen Leadership Camp

Seasonal position beginning January 15, 2021 and terminating August 15, 2021

The Camp Woolman is under the auspices of the College Park Friends Educational Association (CPFEA) aka Woolman, held at the Sierra Friends Center property.

The Mission of the camp is:

Through simple living and joyous adventure in an accepting community, Camp Woolman inspires individuals to value nature, value themselves, and value others in order to build a more peaceful and just world. Campers are nurtured and challenged by engaging in outdoor adventures, artistic exploration, and play in the Sierra Foothills. Together we create a camp that supports self-discovery, unity with nature, and a community in the spirit of Friends. see www.woolman.org for more information

Note: the 2021 season will be impacted by Covid and the availability of a vaccine. CPFEA is moving forward in hopes that by summer time it will be safe to hold camp. However if the pandemic persists through the summer, camp may be cancelled or curtailed or modified. The Camp Director's responsibilities may change under these circumstances.

The Camp Director's job includes management, administrative and supervisory responsibility for both Wombat Camp (ages 8-16) and Teen Leadership Camp (ages 16-24) staff and campers. The Camp Director ultimately oversees and has responsibility for all camp activities. Additional responsibilities include managing the Camp budget and accounting, hiring staff members, developing training programs, maintaining all camp records, arranging for all camp supporting resources and more. The Camp Director implements marketing plans to recruit campers with an emphasis on diversity. Some fundraising is expected in collaboration with other CPFEA staff to fund camperships.

Specific responsibilities include:

- Developing the 4-6 week camp program. Organize camp structure, e.g., units.
- Develop hiring plan, job descriptions, advertising for candidates and hiring all staff including assistant directors, counselors, kitchen staff, janitorial and others.
- Setting up online camp registration and payment service
- Develop and implement a marketing plan to both gain camp sign-ups and solicit campership donations. Includes online, direct mail, in person and purchased advertising.

- Communicate regularly with camper families to ensure they are prepared for camp with necessary forms completed, health clearances, and understand the supplies they must provide. Address parent and camper concerns as needed prior to, during and after camp.
- Develop a plan for site usage including overnight sleeping, bathroom, eating and instructional facilities. This will include renting tents and bathroom facilities to supplement current available resources.
- In collaboration with kitchen staff, developing meal plans and purchasing food.
- Making all necessary arrangements for wilderness field trips, hikes, river visits, and backpacking.
- Ensure the infirmary is appropriately provisioned. Provide training for staff for health and safety and emergency aid. Review and update emergency plans.
- Arrange for transportation of students to and from Sierra Friends Center (for those who pay for transportation) and for backcountry trips
- Provision camp staff with supplies for a fun, creating and enriching camp program. Obtain and manage an inventory of permanent and loaner gear.
- Obtain permits, and address all legal and liability issues

Co-Directors will be considered.

Compensation

Salary: Full time, exempt position. \$3500/month, prorated for January and August.

Much of the pre-planning can be done working remotely. Housing is provided while onsite. Travel expenses during work hours are reimbursed. Travel expenses to-and-from home and site are not reimbursed.

Desired Experience/Traits:

- Committed to, and experienced in, education of young people (8-16)
- Experience in leadership and education of young adults (counselors 16-24)
- Experience in *Quaker* education and camps (preferred)
- Experience in alternative discipline systems (preferred)
- Experience in adventure/wilderness education and/or experiential education
- Proven leadership of staff
- High level organization and planning skills (preferred)
- Fiscal management
- Medical training such as Wilderness First Response (preferred)
- Knowledge of geographical area (preferred)
- Communication skills