



# WOOLMAN

*at sierra friends center*

**Camp Woolman**  
**Camp Co-Director (Administrative Focus)**  
**Job Description**

Located in the Sierra Nevada foothills, Woolman is a 240-acre hub for retreats, educational programming and enrichment opportunities for people of all ages. Woolman is a non-religious organization that draws inspiration from its Quaker roots. We look to the Quaker values of integrity, equity, simplicity, community, stewardship of the Earth, and peace as pillars for creating a safe and open community. A key part of Woolman at Sierra Friends Center's offerings, Camp Woolman is a place of acceptance, where staff and campers are welcome regardless of race, ethnicity, religion, sexual orientation, gender identity and gender expression.

**Camp Woolman** is an inclusive, residential summer camp where campers can express themselves and explore interests with the support of a talented and experienced staff. Highlights of our programming include learning in our onsite organic farm, art and craft activities, wilderness backpacking trips, river rafting trips (new this year!), swimming, games, silliness and fun! We work together to accomplish tasks, care for the land, make each other laugh, and celebrate our community. Woolman campers and staff are encouraged to express themselves authentically, share their interests & to be whole-hearted team players. Camp Woolman is divided in three areas of focus:

- **Wombat Camp:** campers age 9-13 can enjoy 1-week or 2-week sessions of camp, full of structured and unstructured on-site activities including learning on the farm, art & craft, swimming, games, and performance as well as river rafting trips and wilderness backpacking trips off-site.
- **Teen Leadership Camp:** campers age 14-17 enjoy all the activities offered to younger campers, with an extra focus on developing leadership skills. TLC campers may facilitate activities for Wombat campers, develop a stewardship project while they are at camp, or find a creative way to lead during a session. TLC campers stay for 2-weeks and can go on river trips as well as backpacking excursions.
- **Family Camp** takes place during the week of July 4th and is an opportunity for families to experience the Woolman Campus, the surrounding area, and enjoy light programming. Camp Staff gets a break from regular intensive camp responsibilities, but leads select activities and provides specific supervision (e.g. lifeguarding) for Family Camp participants. Family Camp is also an opportunity for Camp Staff to incorporate extra training, check-ins and a facility reset.

## **Job Description**

Reporting to the year-round Woolman Programs Director, the Camp Co-Director (Administrative Focus) is tasked with managing the administrative end of operations for Wombat Camp, Teen Leadership Camp & Family Camp, collaborating with the Camp Co-Director (Programs Focus) to ensure camp runs smoothly.

The Camp Co-Director (Administrative Focus) ultimately oversees and has responsibility for managing the Camp budget, hiring staff members, developing training programs, maintaining all camp records, arranging for all camp supporting resources and more. The Camp Co-Director also implements marketing plans to recruit campers with an emphasis on diversity.

## **Job Responsibilities**

- In collaboration with the Camp Co-Director (Programs focus), develop the 6 week camp program and organize camp structure.
- Work with the Woolman Programs Director to develop hiring plans, interview candidates and hire all staff including: Medical Director, Counselors, TLC Director, Trips Director & any support staff.
- Maintain online camp registration and payment system.
- Ensure all staff and campers have the appropriate certifications and/or waivers on file.
- Develop and implement a marketing plan to both enlist campers and solicit campership donations. May include 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.
- Manage media documentation during camp.
- Schedule check-ins with counselors and support staff to assess needs and team dynamics.
- Manage staff schedules, breaks and days off during camp.
- Manage camp budget tracking.
- Facilitate Camper evaluations and Staff evaluations post-camp with Co-Director.
- In collaboration with kitchen staff, develop meal plans and purchase food.
- Obtain permits, and address all legal and liability issues.
- In collaboration with the Camp Co-Director (Programs focus), develop and implement staff training week, including presenting Woolman policies and Camp Woolman specific policies.
- In collaboration with the Camp Co-Director (Programs focus), oversee incidents or discipline issues involving staff and/or campers with the support of Woolman Programs Director.
- In collaboration with the Camp Co-Director (Programs focus), develop an atmosphere of trust, teamwork and camaraderie among staff, campers and parent/guardian networks.
- Other reasonable tasks may be assigned as necessary. An ability to delegate and support as needed is key.

## **Qualifications Required**

- 2 years experience in youth development
- 2 years experience in camp administration
- Experience in outdoor/wilderness education and/or experiential education
- Proven leadership of staff

- Excellent communication skills, high level of organization and planning
- Professionalism, flexibility, and humor
- Fiscal management
- Skills in social media, marketing and outreach
- Racially literate, gender inclusive and committed to equity and inclusion in all areas
- Able to pass a criminal background check
- Ability to work legally in the United States

### **Qualifications Preferred**

- Experience in alternative discipline systems e.g nonviolent communication
- Knowledge of geographical area
- Lifeguard training and certification
- CPR/First Aid/AED certification
- WFR/WFA certification

### **Compensation**

This is an exempt position.

Monthly salary:

January 2023-April 2023: \$1750/month (part time, roughly 20hr/week)

May 2023-July 2023: \$3500/month (full time)

Private on-site housing is included May-July which includes a shared bathroom, kitchen and laundry access.

### **To Apply**

Email resume and cover letter to Programs Director Morgan Street: [morgans@woolman.org](mailto:morgans@woolman.org)