Raven Hill is hiring for SUMMER 2022

POSITION: RAVEN HILL DISCOVERY CAMP DIRECTOR | RESPONSIBLE TO: Raven Hill Discovery Center CEO
Salary: Hourly, dependent on experience

JOB SUMMARY: The Camp Director is on duty at the camp site each day and is responsible for: day-to-day administration; assuring the care, safety, & protection of campers; as well as all camp related initiatives, activities, & classes. Director must: maintain a safe & fun learning environment; support Raven Hill’s mission; and be familiar with State of Michigan Administrative Rules for Children’s Camps (supplied by Raven Hill).

QUALIFICATIONS AND SKILLS:
• Must be 21 years of age or older
• At least 8-week minimum of cumulative full-time experience working with a population of children similar to that served by Raven Hill
• 4 weeks full-time administrative experience in an organized camp or similar program, such as teaching in a school setting
• Strong interpersonal skills and experience working with children
• Minimum education—College graduate (preferred) or equivalent
• Effective written and oral communication
• Ability to work independently, problem solving and critical thinking skills are a plus
• Attend 21 hours of training, including First Aid/CPR Training (Raven Hill will provide)
• Positive attitude, patient, diplomatic, creative, and compassionate

DUTIES AND RESPONSIBILITIES of CAMP DIRECTOR:
1. Administrative Duties: Participate in all required pre-training & in-service. Maintain a roster of current campers and staff. Act as a resource for staff regarding policies and procedures, training & questions. Refer the staff, as needed, to the Executive Director.
2. Program Development: Plan and prepare program activities with assistance from the Executive Director. Do research and develop new activities. Perform trials on the activities for effectiveness and time management.
3. Activity Management and Instruction: Practice safety. Be able to communicate instructions clearly. Be sure children can perform the planned activities. Work with the campers to help them succeed. Supervise children during camp hours, including lunch supervision.
4. Daily Set-Up and Clean Up: Prepare the classroom for the activities each day. Make sure the classroom is clean & organized. Assist in end-of-day cleanup for the camp classroom facilities.

Camp dates: June to August
Camp hours: 9 am to 4 pm M-F
Camp numbers: maximum 10 campers per session
*If interested, contact Cheri Leach. Email cheri@miravenhill.org or call 231.536.3369 or 231.675.6025.

Director will gain skills leading hands-on learning activities in science, history and the arts that can transfer into a classroom setting.