

2026 GREEN GROVE CAMP (GGC) SUMMER STAFF JOB DESCRIPTION

CAMP DIRECTOR

Youth Camp – July 4 – 18, 2026 (*please read below for start dates) Salary: \$2,000 – \$2,200

Teen Camp – July 19 – 26, 2026 (*please read below for start dates) Salary: \$1,000 – \$1,100

The Camp Director will effectively plan, manage, and promote the operations of the GGC summer program by being consistent with established guidelines and direction from the President of the Board of Directors. You will foster an inclusive experience for both the camp participants and summer staff, while following and promoting the mission of GGC.

Job Summary

- To provide leadership for and work in conjunction with counselors and other camp staff members to fulfill the objectives of the GGC program.
- To take a leadership role and assist in the design, development, and implementation of crafts, sports, singing, dancing and other activities which promote the Ukrainian culture, Ukrainian Orthodox faith and encourage positive interactions among campers and staff.
- To supervise and provide direction for the daily duties of the counselors.
- To create the necessary atmosphere for a positive camp experience.
- Encourage the use of the Ukrainian Language throughout the duration of the camp.
- Coordinate staff meetings and contribute to the ongoing improvement of the camp program.
- Inform food services of daily activities or changes to the schedule as soon as they are made.
- Deal with complaints brought to you by parents, campers, counselors, and other staff members in a timely, professional, and appropriate manner.
- Ensure ALL staff is aware of any medical or special needs of campers.
- **Attend and participate in mandatory staff training, planning sessions and staff meetings when called by the President and/or Director (meetings prior to the start of camp session) – applies to both Youth and Teen camp.**
- **Attend, participate, and help organize Youth camp orientation prior to start of camp (typically 2–3 days before camp starts).**

Experience

- Effective leadership and management of a staff team.
- Ability to successfully develop, plan and execute a summer program of learning and fun with direction and guidance from the Board of Directors.
- Excellent written and oral communication and leadership skills; you will be required to not only engage with staff and participants but with parents and guardians as well.
- Understanding of issues related to providing services to and supervision of persons of all ages.
- Leading with integrity and diligence, while remaining patient and empathetic.
- Ability to work cooperatively with staff and volunteers while inspiring motivation and collaboration.
- Ability to work independently with minimal supervision.
- Experienced with risk management while ensuring all procedures and policies are adhered to completely.
- Ability to teach Ukrainian language classes is an asset.

Expectations

- Implement and manage the effective application of all operating policies of GGC, the camp program and to ensure that the safety and well-being of campers, staff and volunteers.
- Assist Hiring Committee with pre-season planning, organizing orientation and ongoing training for all camp staff.

- Be present during registration of camp participants, providing support as needed and to welcome all participants and parents.
- Communicate effectively with camper parents/guardians and caregivers.
- Adhere strictly to all due diligence policies and procedures.
- Provide leadership with emphasis to the “Campers Come First” philosophy.
- Responsible for the successful delivery of the camp program.
- Be able to problem solve and deal with concerns that may arise relating to campers and staff.
- Provide updates to the Board Member responsible for Communications and Advertising to share on social media of camp happenings – including group photos to be shared.
- Provide written summaries of camp session, including recommendations for improvements and other changes as appropriate.
- Complete a **written evaluation** at the end of the camp session and submit to the GGC Executive within 2 weeks of the last day of camp.

These statements on duties are not to be taken as the final and only work to be done by staff members.