



Summer Camp Director

Position Overview

The Summer Camp Director is responsible for creating a safe, engaging summer experience for children. This position oversees camp programming, staff recruitment and supervision, family communication, camper safety, enrollment, budgeting, and daily operations. This position will collaborate with the school's administration to ensure the camp reflects the school's mission, values, and commitment to student development.

Responsibilities

- Plan, develop, and implement a comprehensive summer camp program aligned with St. Johns' mission and educational philosophy.
- Create weekly schedules, themes, enrichment activities, and special events.
- Coordinate daily operations for attendance, dismissal, meals, and camper check-ins and check-outs.
- Ensure activities are engaging, age-appropriate, inclusive, and responsive to campers' interests and developmental needs.
- Maintain accurate enrollment records, attendance logs, staff schedules, incident reports, and all other required documentation.
- Coordinate the use of classrooms, playgrounds, athletic facilities, and other school resources.

Staff Recruitment and Supervision

- Recruit, interview, and hire qualified camp counselors and support staff in coordination with school administration.
- Develop staff schedules and assign responsibilities to ensure sufficient supervision.
- Conduct staff orientation and training on camp policies, child safety, behavior management, and emergency procedures.
- Provide ongoing guidance, supervision, and performance feedback.
- Promote teamwork, professionalism, accountability, and a positive work environment.
- Address staff concerns and performance issues promptly and appropriately.

Camper Safety and Well-Being

- Maintain the safety, security, and well-being of all campers throughout the day.
- Ensure staff adhere to established supervision procedures.
- Implement emergency response procedures and ensure staff understand their responsibilities.

- Follow school policies on medical needs, medication, authorized pickups, and incident reporting.
- Promote positive behavior, respect, inclusion, and conflict resolution.
- Ensure that required background checks, training, and child-protection procedures are completed in accordance with school policies.
- Communicate significant safety concerns to school administration.

Family Communication

- Serve as the primary point of contact for families regarding camp schedules, policies, activities, and general inquiries.
- Provide timely, professional communication regarding upcoming events, schedule changes, and important reminders.
- Respond to parent concerns with courtesy and discretion.
- Build positive relationships with families and foster a welcoming camp community.

Budget Management

- Assist with developing and managing the camp's operating budget.
- Monitor expenses for staffing, supplies, activities, transportation, and special events.
- Maintain responsible use of school facilities, equipment, and materials.
- Coordinate with school administration regarding enrollment, program fees, purchases, and financial documentation.
- Identify opportunities to improve program quality and operational efficiency while remaining within approved budget parameters.

Qualifications

- A bachelor's degree in education, child development, or recreation is preferred.
- Previous experience directing or coordinating a summer camp or similar youth program.
- Experience supervising staff, budgeting, managing enrollment, and engaging families.
- Familiarity with applicable childcare licensing requirements and health and safety regulations.
- Experience working in a nonprofit, independent, or private school setting.

Essential Skills

- Strong leadership
- Team leadership
- Excellent verbal and written communication
- Organization, planning, and time management
- Effective decision-making and conflict resolution
- Creativity in developing engaging camp activities
- Commitment to children's safety and development
- Professionalism, integrity, and accountability
- Ability to work collaboratively with family and school leadership
- Commitment to the school's mission

Work Schedule

This seasonal position requires a full-time commitment throughout the summer camp season. Responsibilities include pre-camp preparations, staff training, daily camp operations, and post-camp evaluation. The role involves working in classrooms, playgrounds, gymnasiums, and other school facilities, with regular interaction with children, families, and staff. Flexibility may be required for special events, field trips, meetings, and other program needs.

About St. Johns Country Day School

St. Johns Country Day School is one of the leading, non-sectarian independent schools in Jacksonville, Florida, and maintains a PK3-Grade 12 school enrollment of 500 students. Learn more at sjcds.net.

Accreditations

Florida Council of Independent Schools
Cognia

Equal Employment Opportunity

St. Johns Country Day School is committed to equal employment opportunities in accordance with applicable federal, state, and local laws. We seek candidates committed to creating a safe, inclusive environment for children and families.

If interested in this position, please send your resume to Holli Kennedy, Executive Assistant to the Head of School, at hkennedy@sjcds.net