

**THE KEEWAYDIN FOUNDATION
JOB DESCRIPTION
KEEWAYDIN TEMAGAMI DIRECTOR**

General Description: The Keewaydin Temagami Director will report to the Executive Director of the Keewaydin Foundation and will assume overall responsibility for the Keewaydin “Temagami” operations which includes a summer camp for boys and girls with a capacity of approximately 180 campers and a staff of approximately 70. The Director will also have responsibility for Ojibway Family Lodge programs, operations, and planning. The Director also serves as part of the Foundation’s Executive Team and assists with external relations and fundraising. The position requires full time residence on Devil’s Island in Ontario, Canada for at least three months (June, July, August) and local residence in the Middlebury and/or surrounding area year-round. Travel for recruiting, alumni relations, and other Foundation-related needs is required.

SPECIFIC RESPONSIBILITIES

I. Maintain and Increase Camp Enrollment

- In consultation with the Executive Director, establish and meet or exceed annual enrollment goals;
- Develop and implement a camper recruitment plan that includes:
 - An efficient system for promptly following-up on enrollment-related inquiries;
 - The establishment of a year-round marketing and communication schedule to:
 - a. Maximize new camper recruiting efforts among all camp constituencies (campers, parents, alumni, staff),
 - b. Keep current campers and parents engaged,
 - c. Encourage continued attendance from parents and families of past campers,
 - d. Provide for the timely, concise, and informative instructions to parents of current campers. This includes an annual update of the Parent Manual,
 - e. An evaluation current marketing and communication efficacy; and
- Organize and attend recruitment gatherings in key locations around the U.S.

2. Manage all Camp-Related Personnel Functions

- Recruit, vet, hire, and supervise qualified staff to fulfill a variety of key camp functions including:
 - Temagami Associate Director,
 - Facilities Manager,
 - Ojibway Director, and
 - Trip leaders, maintenance, kitchen, and administrative staff.
- Annually review (and update as needed) staff and policies and procedures manuals to ensure compliancy with applicable laws and regulations;
- Train, provide support, and ensure the highest of health and safety standards for campers and staff;
- Maintain a positive team atmosphere that includes campers, families, all camp-based staff, administrative staff, and alumni; and
- Schedule, supervise and evaluate program staff, providing support and disciplinary measures when necessary.

3. Oversee Camp Program

- In consultation with the Executive Director, establish annual programmatic goals that allow for an ever-increasing efficiency and effectiveness of the camp program;

- Create all summer schedules – including for the opening and closing of camp facilities, arrival and departure of campers, mid and end-season activities, trip itineraries, transportation for trip program and airport runs, and on-campus camp activities;
- Review and implement safety, risk/management and emergency procedures for campers and staff;
- Assesses the camp program to see if there are any changes that need to be made for optimum functioning, while maintaining the traditions and practices that are unique to the camp; and
- Ensure that food-related operations are appropriately staffed and resourced with necessary provisions.

4. Oversight of Physical Plant

- In consultation with the Temagami and Ojibway Facilities Manager, develop an annual maintenance plan for camp facilities and for Ojibway; and
- Develop and update multi-year maintenance plan for Temagami and Ojibway with the Foundation Executive Director.

5. Budget and Financial Management

- In consultation with the Executive Director and key Temagami and Ojibway staff, design an annual balanced budget for expenditures related to Temagami, and Ojibway;
- Monitor revenue and expenditures to ensure all operations are within budget;
- Review and approve all invoices before submitting to the Foundation Business Office; and
- Review insurance policy annually to ensure that Temagami-related operations have appropriate coverage.

6. External Relations with Campers, Parents, Alumni and Other Supporters

- Write articles and oversee production of the Temagami newsletter “Tattler” twice during off-season;
- Oversee content of and provide photos for Temagami-related websites;
- Engage with campers, parents, and other Keewaydin Temagami supporters through social media;
- Assist development and communications staff with developing themes and articles for the yearly Keewaydin Foundation publication *Northwest Wind*.
- Work closely with the Director of Development to identify, cultivate, solicit, and steward prospective donors.

7. Other Responsibilities

- Design and implement archiving procedures for the camp yearbooks, recognition plaques, photos and video footage of season, and interviews with alumni; and
- Attend Camp Consortium meetings, and annually participate in two professional trainings (related to child development, staff training, camp industry issues and trends, etc.)

Qualifications:

- The person assuming this position must have an intense desire to educate children and youth, to help them grow and develop in positive ways, and provide an environment where they can feel safe while enhancing their self-esteem.
- Bachelor’s degree minimum.
- Knowledge of modern educational philosophy and techniques *is important*.
- Familiarity with the special body of knowledge of camping *is a strong plus*.
- Five years of demonstrated relevant post college responsibility *is highly desirable*.
- Experience working closely with children and youth at the age level of Keewaydin Temagami campers is required. If the candidate has experience that is largely academic, there must be a

demonstrated understanding, aptitude, and success in outdoor programs that are comparable to Keewaydin Temagami.

- Prior experience with Keewaydin Temagami *is highly desirable*.
- Experience with tripping programs, including risk management *is a must*.
- Prior administrative experience *is highly desirable*
- Competence in MS Word and Excel. Experience with database and computer hardware and software functions *is a plus*
- An active concern for and understanding of the environment *is required*.
- Experience in, or an obvious aptitude for promotion, marketing, sales, communications, and fundraising *is required*.
- Demonstrated aptitude for program initiation and development.
- Proven strong leadership skills with the ability to successfully motivate.

Skills Necessary for Keewaydin Temagami Director Position:

Personality Traits

Self-confident
Positive outlook
Enthusiastic
Humble
Strong work ethic
High energy level
Good sense of humor
Enjoys Leading

People Skills

Excellent interpersonal skills
Good listener
Strong motivator
Excellent communicator—speaking and writing

Management

Excellent organizational and time management skills
Adept at delegating
Adept at giving feedback—positive reinforcement, constructive criticism, annual reviews
Strong planning skills
Strong multi-tasker
Good decision maker
Effective running meetings

Initiative

Quick learner
Self-starter