



THE KEEWAYDIN FOUNDATION DETAILED JOB DESCRIPTION KEEWAYDIN DUNMORE DIRECTOR

Keewaydin Dunmore: Founded in 1910 and located on beautiful Lake Dunmore in the heart of the Green Mountains in Vermont, [Keewaydin Dunmore](#) is among the most venerable summer camps in the country. In addition to its rich activity program and extensive canoeing and backpacking trips, the camp is best known for its outstanding staff. Approximately 340 boys, ages 8-16, attend each summer for 2-week, 4-week or 8-week programs. Campers and staff come from all over the United States and abroad. Approximately 20% of all campers receive financial aid.

General Description: The Keewaydin Dunmore Director will report to the Executive Director of the [Keewaydin Foundation](#) and will assume overall responsibility for the Keewaydin Dunmore camp for boys. The Director also serves as part of the Foundation's Leadership Team and assists in many areas of the Foundation operations. The position requires full-time residence in a cabin on the Keewaydin Dunmore campus 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 Full Camp Enrollment

- Create and implement a **camper retention plan** that includes:
 - An intense focus on re-enrollment of current campers in September and October (early bird discounts, email communications, yearbook, social media, newsletters).
- Establish a year-round **new camper recruitment plan** which incorporates:
 - Regular engagement and communications with current parents, alumni, and staff to ask for their assistance in recruiting new campers;
 - “Open House” activities, both in-person (preferred) and virtually across the U.S., from October through March; and
 - Timely (within 24 hours) follow up on every lead or inquiry with a camp promotional mailing and a personal phone call within 24 hours.

- Communicate monthly (at a minimum) with camper parents' with well-timed and clear instructions related to the upcoming camp season.
- Update the parent manual, annually.
- Review and update marketing and communication strategies and materials annually.

II. Manage all Camp-Related Personnel Functions

- Recruit, interview, reference check and hire qualified (or re-hire) staff to fulfill a variety of key camp functions including:
 - The Dunmore Leadership Team (~6 people);
 - Tent and cabin staff, trip leaders, and general staff (~85 people); and
 - The summer office and health center staff. (~6 people).
- Train, supervise and support staff and hold them accountable to the highest professional standards
- Host spring retreat with the Keewaydin Dunmore leadership team to review newly-hired staff and position staff in roles that best suit their abilities and experience.
- Meet regularly with members of the leadership team, including daily during the camp season.
- Ensure the highest of health and safety standards for campers and staff. This includes, but is not limited to, training on safety protocols, camper supervision, program activities, and emergency procedures.
- Develop a comprehensive pre-season staff training schedule to equip staff with the knowledge, skills, and confidence necessary to create a safe, engaging, and positive experience for campers.
- Develop cordial and professional relationships with all staff members.
- Provide positive and constructive feedback to camp and administrative staff on an ongoing basis.
- Schedule, supervise and evaluate staff, providing support, constructive criticism and disciplinary measures when necessary.
- Act as arbiter of major issues at the camper, staff and family levels.
- In coordination with the Executive Director and Songadeewin Director, update (as needed) all personnel, policy, safety and procedural manuals to ensure compliance with applicable laws and regulations and ACA accreditation standards.

III. Oversee Camp Program

- Organize and administer all pre-season staff training and camp set-up.
- Each spring, and in collaboration with the Foundation's Business Manager, order items for camp activities, and supplies for the camp store.
- Oversee camp program on a daily basis, ensuring that the daily activity schedule operates smoothly, all special events are appropriately organized, etc.
- Be a constant, daily presence around camp. Learn every camper's name. Speak to as many people as possible every day. See and be seen.
- Make after-meal announcements and preside over important camp events and ceremonies.
- Ensure that safety, risk/management and emergency procedures are being followed.
- Manage challenging situations when they arise.

- Meet weekly with the Head of Tripping, Director of Food Service, Head Nurse and Director of Facilities.
- Ensure that all end-of-season evaluation forms from Grove Directors and Activity Heads are submitted before the end of camp.
- Compile supplies and equipment orders and maintenance needs for following summer in the week following camp.

IV. Maintenance of Physical Plant

- In consultation with the Executive Director and Director of Facilities, develop an annual maintenance plan for camp facilities.
- Develop and update multi-year maintenance plan for Dunmore campus with the Foundation Executive Director.
- Meet weekly with Director of Facilities—during summer and off-season

V. Budget and Financial Management

- In conjunction with the Executive Director and Business Manager, create a capital projects budget and an operational budget. Monitor budget throughout the year to ensure annual expenses are within budget.

VI. Lead External Relations with Campers, Parents, Alumni and Other Supporters

- Write articles and oversee production of the Dunmore newsletter, “The Kicker,” twice during the offseason.
- Schedule a professional photographer to visit camp a few days each week during the summer.



- Ensure that photos are posted regularly on the parents’ photo portal.
- Engage with campers, parents, alumni, and other Dunmore supporters through social media.
- Assist the development and communications staff with themes and articles for the yearly Keewaydin Foundation publication *Northwest Wind*.
- Work closely with the Director of Development to identify, cultivate, and steward existing and prospective donors when asked.

VII. Other Responsibilities

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

- Attend meetings and facilitate relationships with members of the Annual Camp Consortium, Vermont Camp Association and the New England section of the American Camp Association.

QUALIFICATIONS

The person assuming this position **must**:

- Have attained a bachelor's degree at minimum.
- Demonstrate 10+ years of relevant post-college work responsibility.
- Have managed a team of at least 10 people.
- Be passionate about educating children and youth, to help them grow and develop in positive ways.
- Be able to provide an environment where children feel safe while growing in self-confidence and learning to operate independently and as a member of a group.
- Understand and be capable of implementing current philosophies and practices in youth education.
- Have experience working closely with children and youth at the age level of Keewaydin Dunmore campers. (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 Dunmore.)
- Be familiar with the special body of knowledge of camping.
- Provide proof of experience with tripping programs, including risk management.
- Possess an active concern for and understanding of the natural world and environment.
- Demonstrate an aptitude for program initiation and development.
- Possess strong leadership skills and a demonstrated ability to successfully motivate staff.

The most competitive applicants **may also bring**:

- Prior experience with Keewaydin Dunmore.
- Competence in the Google suite, MS Word and Excel, database management and other computer hardware and software functions.
- Experience in, or an obvious aptitude for promotion, marketing, sales, communications, and fundraising.

REQUIRED SKILLS AND TRAITS

Personal Traits

- | | |
|--------------------------------------|---------------------------------|
| • Self confidence | • Initiative |
| • Positive outlook | • High energy level |
| • Enthusiasm | • Sense of humor |
| • Humility | • Enjoys leading |
| • Strong work ethic and self-starter | • Enjoys connecting with others |

Management Skills

- Excellent organizational and time management skills.
- Ability to plan for the short-, medium- and long-term.
- Calm and clear-minded, especially in challenging situations.
- Confident decision maker.

Managing others

- Motivates adults and children
- Strong listening skills
- Gives feedback skillfully
- Confident and effective public speaker
- Communicates very well in writing
- Presides over meetings effectively
- Delegates efficiently

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Compensation

The position's total compensation is highly competitive within the nonprofit camping sector and commensurate with experience. Because candidates with a varied range of tenure and backgrounds may be competitive for this role, the starting salary band is rather wide: \$135,000 – \$150,000. In addition to cash compensation, the Keewaydin Dunmore Director can also expect a 10% retirement match and 5 weeks of paid vacation during the offseason, employer-covered medical insurance premiums covered 100%, and a contribution to a health savings account.

Start Window

This role will have a start date between May 15, 2026 – June 1, 2026.

The Keewaydin Foundation is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic and rewarding, enabling all employee to realize their potential. Keewaydin's work environment is safe and open to all employees, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality in which you are working.

TO APPLY

Please submit applications to Sammy Politziner, Trustee, at spolitziner@gmail.com. Application materials (cover letter, resume) should be submitted as PDFs and attached to an email which includes the subject line "***Lastname, Firstname – Dunmore Director Candidate.***" At a minimum your resume should include a brief overview of your qualifications and experience, and highlights key skills and accomplishments,

especially those that are pertinent to the Keewaydin Dunmore position. Your application should also include:

- Your cover letter (please limit to one page). In addition to connecting your skills and experience to the camp director role, you are encouraged to use your cover letter to convey your personality, passion for Keewaydin and summer camps, and any connections you may have to the Keewaydin community. *Please also note where you heard about the position opening.*
- Your educational background, work experience, organization name, dates of employment, job titles, and a brief description of your responsibilities and or accomplishments.

While the application deadline is **5pm ET on November 1, 2025**, interested candidates should apply promptly. On campus interviews will take place in mid-November and finalists will meet again on campus in mid-December.