Director of Camping

The Fresh Air Fund has provided free summer experiences in the outdoors to more than 1.8 million New York City children from low-income communities since 1877. Each summer, thousands of children visit either volunteer host families in rural and suburban communities along the East Coast and Southern Canada, attend six Fresh Air camps in New York’s Mid-Hudson Valley, or participate in other outdoor programs run by The Fresh Air Fund. Young people also participate in year-round leadership and educational programs offered by The Fund. In Summer 2020, during the difficult realities of COVID-19 and the economic crisis, The Fresh Air Fund reimagined summer and developed new in-person and virtual program models to support youth in New York City.

Position Summary
The Director of Camping is responsible for the overall direction, management and performance of The Fund’s six (6) camps within the Camping Department. They provide strong visionary, creative and thoughtful leadership to all areas of Camp as well as implementation of action plans and systems that are needed for successful programmatic, operational and financial outcomes. They work closely with the Chief Program Officer in addressing long range strategic planning and financial management. This position also oversees leadership for the Camping Department and is a member of The Fund’s Leadership Team.

This is an in-person position based in the NYC office that reports to the Chief Program Officer.

Qualifications

Administrative/Program Management

- Develops staff at all levels to ensure highest standards of performance in meeting the evolving needs of campers and their families while cultivating effective and inspiring leadership to the Camping Department team;
- Participates with Chief Program Officer and Camping Committee in developing and implementing strategies which will ensure the continued and long-term success of Camp;
- Role model a commitment to all children and families through professionalism and by creating a culture where children come first;
- Promote a strong organizational culture through trust building, consistent role modeling, feedback and accountability;
- Supervise and support the Camping Department team through individual and group meetings;
- Demand a foundation of physical and emotional safety for all participants and ensure Fresh Air’s goals and values are incorporated throughout all program areas;
- Provide strategic direction and use innovative thinking to enhance program improvements;
- Manage and make best use of program budgets totaling $6 million+;
- Communicate often and authentically, and create opportunities for program staff and participants’ voices to be heard and their ideas incorporated into program activities;
- Utilize a positive youth development approach, building competencies using a strengths-based perspective for all staff and youth;
- Ensure intentionality and purpose in all program areas;
• Ensure compliance and manage relationships with regulatory agencies;
• Use data and insights to inform program modifications and ensure best practices;
• Develop, advance and launch new programs and create service delivery models;
• Ensure program work and organizational projects align with strategic plan and can be translated into measurable goals;
• Help drive and set timeframes for achieving key organizational objectives;
• Identify and ameliorate program challenges;
• Work closely with Director of Strategic Initiatives to inform of new and innovative programs for possible funding streams;
• Contribute to year-round camper newsletter and assist in organizing events throughout the year which will maintain campers’ connection to Camp and increase retention;
• Create board reports, make presentations to stakeholders and serve as a representative of the organization in a professional manner;
• Represent organization and act as a thought leader in the Camping Industry; communicate relevant laws and standards;
• Ensure diversity, equity and inclusion is promoted throughout all staffing and program models;
• Be on call when programs are in session for guidance and support and give direction when emergencies arise; and
• Additional duties as assigned.

**Summer Operations**

• Oversee and support the recruitment, onboarding, training and liaise with HR hiring for 500+ diverse seasonal staff each summer;
• Ensure orientation for summer staff is inclusive, strengths-based and promotes positive youth development;
• Provide ongoing training, supervision, and support to Camp Directors ensuring a unified team approach;
• Align and integrate Directors efforts across camps and program areas to achieve key objectives;
• Instruct camp curriculum to establish a value laden and strengths-based culture;
• Work closely with and support Community Outreach Department to register campers by providing guidance and clarity on program efforts and by reviewing special needs evaluations;
• Support Social Services in Camping through collaboration and effective communication;
• Provide guidance on summer learning loss strategies and stay updated on relevant educational models;
• Support and direct the creation of Social-Emotional learning curriculum with a trauma informed lens;
• Serve as a partner in thinking through workforce development programs strategy and implementation in teen programs; and
• Work closely with Director of Sharpe Reservation to manage logistics and site coordination of 6 camps; and
• Additional duties as assigned.

**Qualifications**

• Bachelor’s Degree in education, social work, recreation or hospitality required; Master’s Degree preferred;
• Five to ten years of camp management and administration experience;
• Experience leading an organization with a significant physical plant preferred;
Financial management skills, i.e., budget preparation and reconciliation; Working knowledge of short and long-term planning and program development; Knowledge of Microsoft Office Suite (Word, Excel, Outlook); Ability for significant travel to Fishkill and the Tri-State area throughout the year; and A commitment to and enthusiasm for The Fresh Air Fund’s mission and work.

**Essential Skill Sets**
- Proactive and creative in overcoming obstacles and resource constraints;
- Ability to establish and maintain effective relationships with all constituent groups of camp and gain their trust and respect;
- Ability and desire to be innovative, adapt to change and consider new approaches around all areas of camp programming and operations;
- Ensures adherence to agency mission and core values;
- Ability to drive the implementation of programmatic and organizational development strategies that will support the agency’s mission, goals and objectives;
- Possess excellent communication, administration and organizational skills as demonstrated through a willingness to remain open to new ideas and act decisively once information is gathered;
- Proficient in organizational finances, budgeting and planning with the ability to balance programming and fiscal management;
- Actively support and participate in continuous intra-departmental and agency-wide quality improvement processes; and
- Ability to work evenings/weekends may be required during summer season.

All Fresh Air Fund employees must be fully vaccinated against COVID.

**Physical Demands**
The position requires the ability to stand or sit for extended periods of time. The position requires the ability to move about the campus and the local community including on rough surfaces and in a garden setting. The position requires the ability to talk and to hear instruction. The position requires occasional manual dexterity and the ability to use fingers, hands, and arms to feel, handle, and reach. The position requires occasional stooping, crouching and bending. The position requires the ability to occasionally lift up to 20 pounds. Working conditions are both indoor and outdoor.

**Salary & Benefits**
The salary range for this role is $100,000 to $150,000 and is commensurate with experience. The Fresh Air Fund offers a generous benefits package including medical, dental and vision insurance, flexible spending accounts, and employer and employee retirement contribution plans.

**Application Instructions**
To apply, please submit an application and cover letter at: https://fafjobs.workbrightats.com/jobs. Applications without a cover letter will not be considered. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

*The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.*