

**Camp Notre Dame**  
**Resident Summer Camp Director**

**Camp Notre Dame Inc. Mission Statement:**

Camp Notre Dame, sponsored by the Catholic Diocese of Erie, and grounded in Gospel values and virtues, is dedicated to the continuing growth of youth and family by enriching their spiritual, cultural, intellectual, and physical development in an atmosphere of nature and self-worth, all in harmony with God's created world. We do this through a philosophy of CA/R/E. Every activity, every experience is to be a healthy combination of Christ-Awareness, Recreation, and Education. All three of these are so joined that if any one of them is absent, the camp no longer has reason to continue. It is at the heart of who we are.

**Camp Notre Dame Inc. Summer Camp Director Job Description**

The Summer Camp Director (SCD) has delegated authority under the CND Executive Director and is responsible for direct management and supervision of the summer residential camping program and the Kids Kamp Program. The SCD oversees the Camp on a daily basis through the Professional Staff, the Assistant Summer Camp Director (ASCD), the Kids Kamp Coordinator (KKC), Cabin Counselors and Specialty Instructors to best achieve the mission and vision of CND as set by the Board of Directors.

A. General Responsibilities of the Summer Camp Director

- Provide substantive input to the CND Executive Director through:
  1. Weekly administrative meetings.
  2. Mid-Summer and End of Summer reports.
- Create, distribute, and collect staff evaluations of the Summer Camp Program and the administrators for inclusion in the Executive Director's Report.
- Maintain open lines of communication with the Executive Director and members of Board Committees and the Board of Directors.
- Integrate the CA.R.E. philosophy into all aspects of the summer\_camping program.

B. Specific Responsibilities of the Summer Camp Director

- Maintain health, safety, and child protection standards and complete and file all necessary Incident Reports.
- Supervise ASCD, KKC, cook, nurse, maintenance personnel and Office Manager.
- Directly supervise any underage employees *in loco parentis*.
- Coordinate and lead pre-season orientation of staff.
- Assign staff to weekly duties.
- Coordinate camper registration and bunk assignments.

- Coordinate Sunday registration and Friday check-out.
- Coordinate special camper accommodations:
  1. food allergies
  2. doctor's appointments
  3. sporting events
  4. any other event that would take a camper away from camp property and supervision.
- Ensure that each member of the staff, all buildings, programs and areas are adequately prepared for the opening of camp as well as for the start of each subsequent week.
- Conduct daily inspection of all buildings, equipment and supplies as well as grounds and make appropriate reports to the CND Executive Director.
- Conduct a weekly review of the performance of each Cabin Counselor.
- Assume responsibility for staff support and correction of staff performance.
- Approve any staff requested time away from duties.
- Verify payroll when needed.
- Serve as liaison between camp and parents or sponsoring agencies as needed and respond to any parental issues or concerns during and after the summer camping season.
- Transport campers for emergency medical treatment.
- Supervise all visitors and guests.
- Respond immediately to sounding of Camp Emergency Bell. No other duty takes precedence.

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