



Title: Camp Director or Chief Program Officer

Reports to: Chief Executive Officer

Location: Austin, Texas

Type: Full-time

About Austin Sunshine Camps (ASC):

The mission of ASC is to provide the magic of overnight camp without the barrier of cost. We envision a world where all children have a place to grow, connect and explore. Many of us shared meaningful experiences at camp that significantly shaped our lives during our most formative years. We learned about ourselves and how to interact with others. We developed confidence, independence, and meaningful friendships. We were introduced to new ideas and discovered new interests that otherwise would have remained hidden. These benefits, unique to summer camp, are especially needed by historically underinvested youth, yet are much harder for their families to afford. Since 1928, ASC has provided free, fun-filled overnight summer camp programs for children by partnering with families who face barriers to accessing such programs.

ASC's Overnight Summer Camp is our flagship program and is accredited by the American Camp Association (ACA), which represents the industry's highest standard. Each summer, we provide four sessions of overnight summer camp to 500-600 children ages eight to 15. Our eight to 11 year olds attend our Zilker Camp in Zilker Park and our 12 to 15 year olds attend our Lake Travis Camp in Marble Falls. For 10 days and nine nights, they swim, canoe, hike, learn new skills, create crafts, make music, and much more. During each session, campers are given an opportunity to explore a particular area of interest in-depth during their time at ASC through our Track Program, such as science, culinary arts, and outdoor adventure. They take the lessons learned while at camp home with them and back to school. The confidence, connection, and sense of opportunity help inform them as they grow older and can expand their sense of what is possible.

During the school year, we engage with our campers' whole family as appropriate, providing a variety of family programming and events that allow them to feel a part of the larger ASC family as well. By deepening the relationship with our campers' families throughout the year, we significantly increase the likelihood that campers will return year-after-year, increasing the opportunity to create lasting impact on the child's life, education, and future career.

The unfortunate reality is that overnight summer camp is prohibitively expensive for almost half of American families, averaging \$1,700 for a 10-day camp in Central Texas. For many of those children and their families, overnight summer camp is a luxury that simply cannot be afforded. 95% of our program participants qualify for the free or reduced lunch program or are in the foster care system. The remaining 5% are typically returning campers who have either been adopted from foster care, or their families no longer qualify for free or reduced lunch. The common thread that connects almost all of our campers and their families is that without ASC, they would likely not have access to the life-changing experiences provided by camp.



About this position:

ASC's Camp Director, or Chief Program Officer, is responsible for bringing the ASC mission to life in all aspects through our Overnight Summer Camp Program, year-round Family Programming, and our Counselor-in-Training Program. The Camp Director leads our Camp/Programs Team in the design, implementation, and continued improvement of high-quality, joy-filled, and deeply impactful programs.

Who we're looking for:

ASC seeks a Camp Director who believes in our:

- **Mission:** Austin Sunshine Camps provides the magic of overnight camp without the barrier of cost.
- **Vision:** We envision a world where all children have a place to grow, connect, and explore.
- **Core values:** Action, Authenticity, Compassion, Connection, Exploration, Fun, and Growth. And more specifically, someone who resonates with the observable behaviors related to each of our values that can be found here: www.sunshinecamps.org/our-mission.
- **Strategic plan:** ASC's five year [strategic plan](#) focuses on deepening our roots in Austin, Texas, and expanding our footprint to eventually serve more campers.

ASC seeks a Camp Director/Chief Program Officer who also resonates with the following:

- You know how to motivate and inspire people to embrace change and challenge, as well as to coalesce around ideas and a common direction.
- You can prioritize a diverse and demanding workload; set attainable expectations; delegate effectively; and hold yourself and collaborators accountable to deadlines, milestones, and a high level of excellence.
- You demonstrate agility and resilience, consistently anticipating what may lie ahead while comfortably navigating ambiguity.
- You have the ability to work independently and decisively while engendering a cooperative spirit with various stakeholders.
- You are an energetic, passionate, and dynamic leader who can manage and lead high-performing professionals and foster the team's professional development.
- You have a positive attitude and approach your work with curiosity, humor, and a growth mindset.



Key Responsibilities

Leadership:

- Serve as a member of the ASC Leadership Team, alongside the CEO, Chief Operations Officer, and the Chief Development Officer. Model the way and lead by example for other team members and stakeholders. As a member of ASC's Leadership Team, the Camp Director will work closely with the Development Department, Operations Department, and Zilker Lodge Rental Department.
- Serve as a member of ASC's Expansion Committee, developing strategic plans and relationships to help fuel ASC's future growth.
- Become an expert on best practices, trends, and strategies in the local and national overnight camp communities by forming meaningful connections and relationships, as well as serving on committees and subcommittees.
- Develop meaningful relationships with various stakeholder groups, including the Board of Directors, staff, campers, families, donors, program partners, vendors, and more.

Management:

- Uphold the organization's Employee Handbook, Policies and Procedures Manual, and Code of Conduct at all times.
- Hire, train, manage, motivate, and inspire Camp/Program full-time staff (one Lake Travis Program Director and one Zilker Program Director).
- Create and maintain the management structure of all Camp/Programs part-time staff, seasonal staff, interns, vendors, and contractors. Typically, ASC employs 30-45 seasonal staff members who report directly to the Camp Director, the Lake Travis Program Director, or the Zilker Program Director.
- Create and maintain clear, effective and efficient processes and structure within the Camp/Program department's to ensure high-quality program delivery.

Camp/Programs/Outcomes:

- Develop, implement and manage youth and family development programs in accordance with ASC's mission, vision, and values.
- Ensure programs, facilities, and activities are operating and in compliance with all local, state and federal regulations, as well as American Camp Association accreditation standards.
- Develop, monitor and analyze program data in all key performance areas for continuous quality improvement and fulfillment of quantifiable outcomes.
- Develop accurate, detailed, and timely program reports per stakeholder requirements and organizational standards.
- Develop and manage program budgets with accountability to performance and ensure program expenses meet organizational standards.
- Remain up to date on evidence based practices in youth and family development programming.
- Effectively communicate program performance to varying audiences including Board of Directors, staff, potential and current funders as well as other stakeholders.
- Develop, implement, and monitor a risk and crisis management plan.



Certifications

- The Camp Director must have or be able to obtain the following certifications:
 - Lifeguard instructor certification
 - CPR & first aid instructor certification
 - Challenge/ropes course instructor certification
 - Food manager certification

Qualifications

- Strong leadership and management skills. A knack for streamlining, delegating, motivating, inspiring, and empowering..
- Excellent project management skills, including ability to establish priorities, develop reports, and meet deadlines.
- Exceptional written, verbal, and interpersonal communication skills with the ability to effectively interact with influential constituents using diplomacy and tact.
- Strong team player.
- Takes initiative, is kindly assertive, and is a self-starter.
- Bachelor's degree from accredited college or university.
- Ability to establish standards of excellence in service delivery and implement continuous quality improvement practices.
- Ability to think strategically and leverage resources that lead to new program opportunities and funding.
- Demonstrated success developing and evaluating program models, and implementing innovative programs.
- Proficient, or willing to become proficient, in Microsoft Office Suite, Google Suite, CRM platforms, fundraising platforms, and other technology as needed.
- Must pass an annual National Enhanced Criminal Background Check.
- Able to lift up to 35 pounds.
- Experience in a leadership role with an organization that provides direct services to youth.
- Experience with camps or equivalent programs.
- Experience working with historically underinvested populations.

Compensation and benefits:

- **Salary:** The starting salary range is \$75,000 - \$85,000, to be reviewed on an annual basis.
- **Health, dental, and vision insurance:** ASC covers 50% of employees' health, vision, dental insurance in the first year of employment, to increase by 10% at every work anniversary.
- **Short-term disability & Life Insurance:** ASC provides short-term disability and life insurance to full-time employees.



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- **Paid Time Off:** ASC has an unlimited PTO policy.
- **Work Hours and Location:** ASC has flexible working hours and location when programs are not in session or the employee's in-person presence is not necessary. When programs are in session or the employee's in-person presence is necessary, the Camp Director can expect to work some long hours, nights, weekends, and some overnights in Austin, Texas, at our Zilker Park location or our Lake Travis/Marble Falls location.
- **Retirement Plan:** Beginning in January of 2023, ASC will match the employee contribution, up to 3%, in a Simple IRA+ plan.
- **Family-friendly:** ASC is a family-friendly work environment. Employees' children have the option to attend all sessions of overnight camp.

How to apply:

- Submit a resume and cover letter to Erica Blue at jobapplicants@sunshinecamps.org with "Camp Director" in the subject line.

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the organization.