



**Austin  
Sunshine  
Camps**

**Job Title:** Camp Director (Zilker)  
**Position Type:** Full-Time, salaried  
**Reports To:** Chief Programs Officer

### **About ASC and This Role**

Austin Sunshine Camps (ASC) provides the magic of overnight camp without the barrier of cost. In alignment with our organization values, the ASC Camp Director furthers the mission of Austin Sunshine Camps by providing leadership, direction and management for the day-to-day operations of overnight summer camp. During the school-year at Austin Sunshine Camps, the Zilker Camp Director has a wide variety of responsibilities including communicating with parents, the hiring of seasonal staff members, and preparing for the camp season.

ASC has two overnight summer camp programs - Zilker Lodge and Lake Travis - each offering 10-day, 9-night sessions. All summer camp programs are provided free of charge for all campers who meet the free or reduced lunch income eligibility guidelines or those who are in foster care.

Zilker Lodge is a luxury hide-away in the middle of Zilker Park - a 350-acre escape in the middle of downtown Austin. Campers ages 8-11 enjoy the best of Austin with daily visits to Barton Springs, canoeing on Lady Bird Lake, and endless opportunities to discover new interests in culinary arts, sports, concoctions, and more!

Located in the beautiful Turkey Bend Recreation Area in Marble Falls, north of Austin, the Lake Travis camp offers a rustic setting for participants ages 12-15. Campers have the opportunity to swim in the lake, explore the hill country, learn about the land around them, experience our high and low ropes course and much more. Both camp locations serve as the backdrop for campers to grow, connect, and explore.

During the summer, the Zilker Camp Director will lead a team of seasonal staff members consisting of a program director, two assistant directors, a CIT (Counselors-in-Training) Coordinator, a nurse, a kitchen manager, and others. This team creates, and supports, all aspects of a high-quality camp program, that truly serves the needs of our community, and meets our strategic goals. The Zilker Camp Director is on-site and on-call during the entire duration of all camp sessions.

During the school year, the Zilker Camp Director will work primarily out of our Zilker Park location. The Zilker Camp Director plays a significant role in recruiting eligible campers through building connections with community members and partner organizations. Throughout the school year, the Zilker Camp Director works with families to assist them in the application process, helping them complete all steps required for attendance at camp and providing them information to prepare their children for their camp experience. The Zilker Camp Director will work closely with the Lake Travis Senior Camp Director to plan all aspects of summer programming, including recruitment, interviewing, hiring and onboarding of seasonal staff, budgeting, scheduling, partnership development, and more, including designing and managing the Counselor-In-Training program.

Additionally, in collaboration with the full-time year-round members of the Programs Team, the Camp Director is tasked with coordinating, planning, and executing our school-year programming events, which take place at both the Zilker Lodge and Lake Travis locations. There are between 1 and 3 programming events per month, and almost all of our school-year events take place on school holidays or on the weekends. The ASC Camp Directors are expected to attend all programming events.

### **Essential Job Functions**

#### **Summer Camp**

- Responsible for maintaining the highest safety standards, including organizational policies and procedures, regulations from the Texas Youth Camp license and accreditation standards from the American Camp Association (ACA)
- Implement programming that ensures we meet our short term and long term goals and outcomes, as described in our programmatic logic models
- Lead the recruitment, training, coordination, management, evaluation and support of Zilker summer camp staff
- Collaborate with the Lake Travis Camp Director and Chief Programs Officer to develop a budget for all aspects of camp
- Motivating, leading, and coaching summer staff team, including Counselors-in-Training
- Ability to quickly make appropriate decisions and communicate effectively during crisis situations
- Ensure all programs, processes and procedures are in compliance with organizational policies, ACA standards and Department of Health regulations
- Develop multi-faceted, detail-oriented, and thorough plans with the ability, and willingness, to appropriately adapt to changing circumstances, communicate to all necessary parties and delegate tasks

- Manage detailed records regarding camper attendance with focus on camper retention and creation of alumni programming
- Ensure camp outcome evaluation measures (including check-ins, surveys, and performance evaluations) are complete
- Oversee summer camp recruitment, application, and registration

### **School Year Programming**

- Support in the execution of events for campers and their families during the offseason
- Oversee communication and manage detailed records regarding camp attendance
- Manage hired Counselors-in-Training during events
- Build authentic, trusting relationships with camper families during events
- Ensure families and campers complete surveys, and any other measurements of program outcomes

### **Evaluation and Measurement**

- Ensure high-quality programming is being delivered, and measured annually, in line with organizational goals and industry standards
- Stay current with recent research and trends for camp programming
- Support the evaluation and measurement process for summer camp and school year programming
- Work Closely with Lake Travis Camp Director, Chief Programs Officer and other ASC Staff
- Assist with the creation of reports for various stakeholder groups

### **Other Job Duties**

- Involved in creating and implementing Austin Sunshine Camps' strategic plan
- Involved in creating and managing the budget for programs-related expenses
- Assist in the management and care of physical facilities, vehicles and equipment for all programs as needed
- Attend professional training seminars/conferences as needed or required
- Plan, coordinate and participate in events as needed
- Work with Development Staff to ensure program activities support and meet fundraising requirements and objectives
- Other duties assigned

### **Relationships**

The Camp Director will maintain effective working relationships with the Young Men's Business League and ASC Board of Directors, staff and volunteers to ensure the integration of the mission of Austin Sunshine Camps. In addition, the Camp Director will establish and maintain positive partnerships with campers, families, schools, and other community partners or supporters.

### **Qualifications**

- Degree in education, social work, child development, parks and recreation or a related field from an accredited four-year college or university, preferred
- Minimum 2 seasons' supervisory experience in a camp setting (overnight camp preferred)
- Minimum 3 years experience working with youth development programs
- Minimum 3 years of management experience leading and motivating diverse teams
- Valid driver's license and ability to pass a criminal background check
- Experience working with historically underinvested communities
- Developed philosophy in child behavior management, such as TBRI, Restorative Practices, etc.
- Excellent verbal and written communication skills with exceptional attention to details
- Excellent project management and organizational skills
- Ability to establish priorities, develop reports and meet deadlines
- Capacity to maintain composure and work efficiently under pressure and in changing conditions
- Experience in building positive, authentic relationships with people from diverse backgrounds and experiences
- Ability to maintain self-care while working long hours during camp season, including being on call overnight while campers are on site
- Ability to acquire and maintain specific certifications: Lifeguard Trainer (must be able to swim), CPR & First Aid, Ropes Course Level I Facilitator (must be able to climb challenge course)
- Proficiency in database and camp management software, particularly CampBrain, preferred
- Conversational Spanish proficiency, preferred

### **Compensation and Benefits**

- Full-time, salaried position starting at \$55,000
- Onsite housing provided during summer

- Access to group health, vision, and dental insurance covered at 50% by ASC (to increase by 10% at every work anniversary), and life insurance and short-term disability insurance covered at 100% by ASC
- Simple IRA retirement plan with up to a 3% match
- ASC offers unlimited hours of PTO per year with limitations during summer months and select days throughout the year (staff may choose to take holidays as they wish)

**To Apply**

Please email the following items to [zak@sunshinecamps.org](mailto:zak@sunshinecamps.org):

- Cover Letter
- Resume
- References, including a reference from a direct supervisor, past or present
- Please submit a written response to the following questions...
  - Why would you be excited to work for ASC?
  - How do you balance the fun and responsibility of camp?
  - We have been around since 1928. How would you bring about your new ideas while balancing all that ASC has stood for?
  - What are the benefits of overnight camp? What do you envision as the best way to get the most out of the experience for our campers?

*Austin Sunshine Camps is a 501(c)(3) nonprofit organization that does not discriminate against any staff member, applicant, camper, family member, or community member, on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.*