



JOB DESCRIPTION CAMP DIRECTOR

Burlington Tennis Club (BTC) is a member owned, not-for-profit, swim and tennis club located in South Burlington adjacent to the UVM athletic facilities.

Desired Qualifications

- Associates degree and previous camp counseling experience
- Current First AID/CPR certification. Lifeguarding a bonus!
- Ability to teach in an activity area to campers ages 5-10
- Swim and/or Tennis background not needed but useful
- Ability to assist in setting up activity areas
- Ability to supervise counselors and make scheduling assignments
- Ability to train staff in proper counseling techniques
- Desire and ability to work with children outdoors
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience and self-control

Responsible to: Tennis Director

Camp Goals

The Camp Director is an integral part of the success of BTC's camps. The Camp Director should maintain an atmosphere that meets the goals of the BTC experience - a camp that allows kids to have fun while learning lifelong skills in a supportive and nurturing environment.

General Responsibilities

To plan, direct, and supervise the camp

Pre Camp

- **Camp Schedule:** design the daily and weekly camp schedule
- **Staff Training:** co-host camp staff training sessions with the Tennis Director

Daily

- **Camper's Health:** well-being and happiness
- **Counselor's Health:** well-being and happiness
- **Know Where Everyone Is:** be sure everyone is where they should be
- **Camp Activities:** plan, direct, clean up

Ongoing

- **Equipment:** submit orders for equipment and supplies when needed
- **Evaluation:** meet with staff individually and evaluate their performance at least three times during the summer
- **Speak Publicly:** to groups of parents, campers, and staff, to promote camp, and transmit information
- **Program:** work with tennis & swim program staff and help where needed
- **Staff Schedule:** schedule staff breaks

- **Camp Trips:** organize and supervise any off-site camp trips
- **Behavior Management:** keep records of behavior problems and follow up with Tennis Director and possibly parents if needed
- **Director Meeting:** meet with Tennis Director for up-dates

Post Camp

- **Inventory:** assist in inventory and packing all materials and supplies at end of season.
- **Final Counselor Evaluations:** regarding their summer performance responsibilities and make suggestions for following season.

Essential Functions

- Must have visual acuity and auditory ability to observe campers and staff behavior, identify and respond to problems and hazards.
- Must have cognitive ability to plan and conduct activity areas, train staff, and keep neat and orderly records.
- Must be physically able to teach in a variety of active athletic areas.
- Must have oral ability to convey information to the public.

Compensation and Camp Dates

- Total pay range is \$5,000 to \$5,500 based on experience and qualifications. This includes all planning, staff training, and work outside of regular camp hours.
- The position includes a full summer membership at Burlington Tennis Club
- The (tentative) 6 camp weeks for the summer of 2020 are:
 1. 6/22-26
 2. 6/29-7/3
 3. 7/13-17
 4. 7/20-24
 5. 8/3-7
 6. 8/10-14

To apply, please contact Errol Nattrass at errolbtc@gmail.com or 802-318-3925 (cell)