



Camp Thorpe Director

Modified Jan 2019

The Executive Director is responsible for collaborating with Board, staff, consultants, community members, volunteers, and camp friends and families to successfully carry out the mission of Camp Thorpe. The Director provides leadership and management skills while evaluating, planning, and directing camp operations and staff. The responsibilities of the Camp Thorpe Director will include, but not be limited to, the following tasks:

Essential Functions:

Board of Trustees:

- Attend Board meetings and Board Committee meetings as requested.
- Provide monthly written activity reports to the Board President, and summarized activity reports to the Board of Trustees at each board meeting.
- Support Board initiatives through the development and implementation of procedures that carry out Board developed policies.
- Submit a written annual Director's report no later than September 15 of each year, following the summer camp season and preceding the new fiscal year.
- Maintain ongoing communication with the Board about upcoming maintenance requirements, events, rental opportunities, concerns, and other items of note.
- Work with Board and Consultant for Development and Strategy to implement strategic plan.

Camp and Programming:

- Oversee programming and systems that support the safe use and enjoyment of the camp facility by campers, staff, and other customers.
- Develop and/or approve program plans developed by appropriate staff.
- Evaluate the success of summer camping programs and needed programming staff and adjust as needed.
- Recommend to the Board camp dates by September of the preceding year.
- Based on camp dates and evaluation of summer programming success, submit a staffing plan to the Finance Committee no later than the end of September for consideration during budget discussions.
- Develop and implement an effective recruitment and staffing timeline.
- Distribute camper information packets in November or December in collaboration with the annual appeal. Ensure appropriate follow-up paperwork is sent to each camper and that received paperwork is documented and filed.
- Read all applications and ensure that campers who apply are appropriate for Camp Thorpe. Conduct interviews with caregivers if needed.

mail: PO Box 82, Brandon, VT 05733 • camp: 680 Capen Hill Road, Goshen, VT
802-247-6611 • www.campthorpe.org • info@campthorpe.org

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- Coordinate camp weeks and housing assignments for campers based on age, needs, prior camp experience, etc.
- Work with medical staff to ensure safe and effective medication storage and dispensing system.
- If requested, the director will provide the Board with a plan for expanding the use of the camp facilities beyond the traditional camp season.

Staffing:

- Supervise and oversee the work of all staff, contractors, and consultants, including associated and necessary documentation for state, federal and insurance requirements and reporting.
- Ensure that all positions at camp have written job descriptions and expectations.
- Recruit, interview, and hire Camp Staff.
- Issue and maintain summer camp contracts in a timely manner.
- Perform appropriate background checks, as stated in VT DAIL's policies on working with vulnerable populations, on all summer staff and volunteers.
- Keep appropriate files on each summer staff member which will include, but will not be limited to: employment application, I-9, appropriate tax filings, copy of signed contract, job description for position hired, staff evaluation, expense reports, injury/worker's comp reports (separate folder), and other items of note.
- Implement a payroll system and ensure timely and organized bi-weekly system for summer payroll.
- Develop, implement, and attend all required staff training at the beginning of each camping season and as needed at other times.
- Plan for personal professional development and attend related training. All director professional development should be planned for the off-season.
- Supervise and mentor summer staff. Evaluate camp staff and provide opportunities for improvement plans where needed. Terminate staff employment as needed for unacceptable or dangerous behavior, or unmet improvement plans.
- Distribute Board-approved evaluations of summer programs to all staff, which will return them to the Board President or Executive Committee for evaluation. Compilation of evaluations will then be done by Board volunteers and presented to the full Board and the Director at the next scheduled meeting of the Board of Trustees. Any concerns will be discussed with the Director prior to the Trustees meeting.
- Recruit volunteers and/or hire necessary staff or contractors for training and orientation, special events, camper drop-off and pick-up, camp clean-up days, and camp shutdown. Recruit board members and/or volunteers for staff transportation to and from camp.

Communication:

- Oversee marketing and application materials in collaboration with Consultant for Development and Strategy.
- Oversee development of marketing and application materials.

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- Work with local and state officials and agencies to ensure all licenses, signage, operating procedures, registrations, and other camp legal obligations are up to date and in compliance.
- Communicate with parents and caregivers regarding programming and camper acceptance.
- Communicate with caregivers and families regarding any camper related concerns, medical events, or incidents involving camper well-being during camp sessions.
- Correspond with schools, agencies, and other non-profit associations and organizations as appropriate.
- Maintain publicity for the camp through the website and other social media outlets, newsletters, direct mailings, and in-person appearances at appropriate events. Recruit volunteers to assist with these tasks as needed.
- Work with the Consultant for Development and Strategy on publicity relating to board, capital campaign, and development in general.

Maintenance:

- Work with Maintenance liaison for the Board of Trustees and maintenance contractor to ensure timely, year-round maintenance of grounds and buildings.
- Develop rental procedures and agreements.
- Oversee facility security.
- Work with maintenance staff to assure equipment and facility are safely and properly prepared and maintained for use by program participants, renters, and staff. Arrange for broken equipment to be repaired.
- Work with Board of Trustees on large Capital expenditures that may require fundraising and/or long-term planning.
- Work with the maintenance director to develop and oversee any maintenance related contracts and services. Verify year-round checklist is completed for grounds maintenance, supply ordering, and other details.
- Open camp at beginning of season by scheduling appropriate camp cleanup days, ensuring needed repair and maintenance is complete, and that beginning-of-season checklists are followed.
- Close camp at the end of the season by following end-of-season checklists.

Financial Responsibility - Part I:

- Working with the bookkeeping staff, the Consultant for Development and Strategy, and the Board, develop an annual, balanced budget for camp to meet all program, maintenance, and staffing needs.
- Manage facility rental for Camp Thorpe during the camping off-season. Work with Board of Trustees to set reachable annual goals for facilities rentals.
- Ensure that all camp expenditures are within the Board approved camp budget. Any unexpected capital or other costs must be approved by Maintenance liaison for the Board of Trustees or a Board President.

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- Seek preapproval for all camp expenses from a designated board member. The only exception to this expectation is that debit card expenses incurred during the camp season for immediate needs will be limited to less than \$500.00.
- During the camp season, scan bills to the bookkeeper for timely payment. Vendor and reimbursement checks will be issued by the bookkeeper on the 15th and the last day of each month. All bills for payment should be submitted at least 3 days in advance of a check date. Bills can be submitted via email.
- Log mileage for camp purposes by mileage driven, purpose of the trip, and the starting and ending location and submitted for payment on a monthly basis. Mileage is reimbursed at the Federal Mileage Rate.
- Turn in other expenses for reimbursement within sixty (60) days. Expenses turned in after 60 days will not be reimbursed.

Financial Responsibility - Part II Development:

Camp Thorpe's Consultant for Development and Strategy is responsible for planning and executing Camp's fundraising including: foundations, corporations, individuals, and major donors; the capital campaign; planned giving; special events; etc. The Consultant for Development and Strategy works closely with the Executive Director and provides plans and updates to the Executive Director prior to implementation.

Specifically, the E.D. will:

- Support all aspects of the development program including collaborating on funding proposals, visits to camp, publicity photos, building relationships with potential donors, etc.
- Support the creation and implementation of short-term and long-range development plans.
- Solicit in-kind donations for summer programming and collaborate with Development & Strategy to ensure there isn't overlap.

Physical Requirements:

- This position requires the physical presence of the Director from June until mid-August at Camp Thorpe in Goshen, Vermont.
- The Director will be on-call 24-hours per day, 7 days a week while camp is in session for emergencies.
- Housing will be provided for the Director on site at Camp Thorpe while camp is in session.
- During the camp season, this position requires walking on rocky surfaces and up and down hills; swimming; climbing stairs; and climbing hills.
- This position may require the use of small and large machinery, including a lawn mower; a tractor; a car; a passenger van; commercial kitchen equipment; small tools and other non-listed machinery.
- This position will require sedentary deskwork, data entry, repetitious motions, and sitting for long periods of time.

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**Mental Requirements:**

- This position requires the ability to communicate with adults of varying abilities and ages in a respectful, patient manner.
- This position requires the ability to maintain a calm demeanor and decision-making skill during in moments of high stress.
- This position requires the Director to manage multiple priorities and skill sets at one time with little direct supervision.

Other Requirements:

- Prior to being hired and periodically thereafter, the Director will need to pass a national criminal fingerprint check and all required Federal and State background checks.
- The Director will also need to pass a TB test prior to the summer camp season and should consider a series of Hepatitis A and/or B Vaccines, beginning in January of the first preceding year of camp if they have not already been vaccinated. Camp Thorpe will pay for anything that the Director's personal health insurance doesn't cover.
- The Director of Camp Thorpe will maintain a current Driver's License and personal driver's insurance. Camp Thorpe will maintain liability insurance to cover Camp Thorpe's liability; this will not cover the Director's personal vehicle or personal liability.