

Skyland Camp for Girls Clyde, North Carolina

Position Profile Camp Director October 2016

Prepared by:
Summit Search Solutions, Inc.



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www.skylandcamp.com

ABOUT SKYLAND CAMP FOR GIRLS



Camps are places where stories are developed and shared, whether around a campfire, in the cabin, or on the road traveling home. Skyland Camp for Girls has been telling its story throughout the last one hundred years.

Skyland Camp for Girls is an independent camp that has been owned and operated by the women of the same family since 1917. Located in the Great Smoky Mountains of Western North Carolina, Skyland has shaped five generations of girls into curious, creative, confident women who are leaders, who are connected to each other and who are making a difference in the world.

Through a wide variety of traditional camp activities, campers have extensive opportunities for personal growth and achievement. Because of its commitment to the individual camper and the contribution she can bring to camp life, Skyland's enrollment is fewer than 65 campers per session.

Skyland Camp's dedication to the values of teamwork, service, integrity, accountability, and creating community is embodied in each staff member and in the organization as a whole.

THE OPPORTUNITY

The Camp Director will report to the Executive Director and will have responsibilities that include but may not be limited to:

- 1. Design, deliver, and evaluate camp programming that sets Skyland apart from other camps.**
 - Lead the camp team in designing and delivering camp programs and curricula that meet or exceed the needs of campers, and support camper retention.
 - Ensure programs are delivered in a safe and quality manner through proper accountability measures and adherence to mandatory safety policies and procedures.
 - Incorporate programming that prepares girls to be future leaders in their communities and in the world.
 - Remain well-informed on the developmental needs of youth and girls.
 - Seek and analyze regular feedback on camp programs from youth, families, and staff.

2. Implement human resource management practices to recruit and retain seasonal and year-round staff.

- Review, make recommendations for and implement updates to hiring policies and practices.
- Recruit, hire and train seasonal and year-round camp staff based on camper enrollment and program management requirements.
- Establish a positive, entrepreneurial, inclusive and collaborative atmosphere among staff.
- Supervise and evaluate camp staff, including facilitation of ongoing professional development opportunities, one-on-one support meetings, and regular performance reviews.
- Build and maintain relationships with staff to support staff retention and long-term involvement.

**3. Support the design and implementation of marketing plans to increase enrollment and camp usage.**

- Travel to camp shows and home recruitment visits.
- Collaborate in the development of recruitment and retention strategies.
- Manage databases for campers, families, alumnae and donors and prepare and analyze trends.

4. Direct camp operations including food service, maintenance, housekeeping, and health services.

- Oversee the management of all areas of the camp operation, including planning, scheduling, and supervision of staff.
- Develop and review policies and collaborate with operations staff and external stakeholders to enhance the performance and efficiency of the camp operation.

5. Oversee Skyland's risk management policies and practices, mitigating risk where appropriate.

- Review policies, practices, incident reports and compliance to standards, working with external and internal stakeholders as needed to evaluate and mitigate risks related to camp operation.
- Provide support, education, and training to staff to build risk awareness and promote a positive and proactive environment towards risk management.

6. Oversee the financial management and fund development operations to allow for adequate annual funding and to meet long-term goals.

- Develop and monitor budget for the camp operations.
- Support the development of long-term fund raising strategies for the camp program and facilities.
- Develop and oversee the business management functions of the camp including financial recordkeeping, office operations, camp store, etc.

7. Collaborate as a leadership team member to develop and advance Skyland's mission and vision.

- Work with the leadership team to generate short-term and long-term plans designed to promote steady growth of the organization.
- Maintain American Camp Association (ACA) membership and accreditation.
- Maintain professional relationships and keep informed of trends and directions in the camping industry and use this information to help Skyland operate with initiative and innovation.
- Review, implement and make recommendations for updates to organizational policies.
- Mentor staff by modeling teamwork, a strong work ethic, and high morale.
- Support the operations of Skyland's auxiliary programs as needed.

Other duties of the Camp Director include:

- Lead and supervise campers in camp activities as needed.
- Serve as positive Skyland representative during time away from camp.
- As necessary, drive vehicles (including 15-passenger vans) for camp-related business, including transportation of campers.
- Maintain a minimum of five hours per year of professional development.
- Other duties may be assigned as required.



QUALIFICATIONS

Because of the importance of “culture fit” in a summer camp environment, candidates must have at least two prior seasons of administrative or supervisory experience in a residential summer camp. Such experience in a camp of similar nature is highly desirable. Other qualifications include:

- A bachelor’s degree in a related field is preferred; a master’s degree is desirable. Experience may be considered in lieu of education.
- A valid driver’s license, reliable transportation and a clean driving record are required.
- Willingness to obtain certifications in Wilderness First Aid, lifeguarding and CPR/AED.
- The ability to work a flexible schedule including evenings and weekends on a continual basis.
- Experience working with a variety of youth between 6 and 17 years old (especially girls).
- Excellent interpersonal, verbal and written communication skills; able to speak effectively with individuals and groups, network, and cultivate community partnerships; able to interact with girls, staff, and parents in a positive and professional manner.
- A proven success record with a multi-project workload, exercising initiative, and organizing self and others.
- Proficiency with computers, the Internet, and the ability to learn new programs and software as needed.

Physical requirements:

- The ability to communicate and work with groups of various age and skill levels and provide necessary instruction to campers and staff.
- The ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and model appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards.
- The physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physical endurance for walking/hiking long distances and engaging in activities requiring prolonged standing, bending, stooping, eye-hand coordination, & manual dexterity to manipulate equipment.
- A normal range of hearing and eyesight to record, prepare and communicate orally and in writing.
- The ability to lift up to 50 pounds.
- The ability to safely and properly operate program equipment.
- The ability to tolerate daily exposure to sun, heat and cool night temperatures.
- Comfort with exposure to animals including horses, dogs, cats, as well as other camp life, including caterpillars, bugs, snakes, etc.

- Willingness to live in a camp setting and work long and irregular hours with basic equipment and facilities.
- The ability and willingness to eat food provided by the camp kitchen in the presence of campers.

THE IDEAL CANDIDATE

- Inspires others to be curious, creative, confident, and connected to each other and the world.
- Is a positive, uplifting individual who thrives on continual interaction with others, and whose priority is on the greater good of the organization.
- Promotes Skyland's mission through their interactions with members of the Skyland community and in representing Skyland to others.
- Is welcoming, inclusive, collaborative, dependable, responsible, and values the practice of service.
- Conducts self with honesty, fairness, truth, candor, and respect, treating others as they would like to be treated, and focuses on the collective good.

Skyland is entrepreneurial in spirit and is in the midst of an exciting period of growth. Ideal candidates thrive on the challenge of honoring the camp's history and traditions while providing a program that supports the current needs of campers and families.

The ideal candidate has knowledge of small business management, preferably in or related to the camp industry, and is available to live and work on-site at the Skyland Camp for Girls property during the summer season (typically May 1 – August 15).

PROCEDURE FOR CANDIDACY

Review of applications will begin immediately and remain open until finalists are identified. To apply please send your resume and cover letter to: kfrench@summitsearchsolutions.com

For nominations or further information:

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CLYDE, NC AND THE GREATER ASHEVILLE AREA

Clyde is a close-knit community on the banks of the Pigeon River in the mountains of western North Carolina. It is located near the Great Smoky Mountains National Park, as well as three national forests: Pisgah, Nantahala, and Cherokee. Haywood County's only institute of higher education, Haywood Community College, is located in Clyde.

With a population of 60,000, Haywood County is the third largest county in western North Carolina. Home to 546 scenic square miles of mountain vistas, fertile river valleys and rolling foothills, Haywood County is located in the western part of North Carolina—within a day's drive of 50% of the U.S. population. Once known as a summer retreat destination, Haywood is home to a growing economy, unmatched business climate and exceptionally high quality of life—making it an ideal location to live, work and play.



Just a stone's throw away from Clyde is Asheville, NC, where you can enjoy coffee houses, food co-ops, eclectic architecture, history, baseball, boutiques, art galleries, independent bookstores, theatre, dance, handicrafts, organic markets, street festivals, music festivals, film festivals, top rated restaurants, taprooms, hiking, biking, climbing, rafting, kayaking, canoeing, horseback riding, snowboarding, skiing, ice skating, golf, trout fishing, camping, picnicking and more!

Interesting facts about Clyde, Asheville, and surrounding areas:

- The famous **Blue Ridge Parkway** is located 15 minutes from Clyde, while the historic **Appalachian Trail** is less than 30 minutes away.
- George Vanderbilt created [Biltmore Estate](#) on 8,000-acres in the mountains of Asheville.
- Asheville is ranked as one of “[5 of the Healthiest and Greenest Cities in America](#)” by GreenerIdeal.com and one of the “[10 Great Sunny Places to Retire](#)” by AARP.org.

For additional information on Clyde and Asheville, North Carolina, please visit:

Official Website of Clyde, NC

www.clydenc.us

Haywood County Chamber of Commerce

<https://haywoodchamber.com>

Explore Asheville

www.exploreasheville.com

Asheville Citizen Times Local News

www.citizen-times.com/section/Living