

Peace Camp Director Job Description

This is a 10-month position, involving about 150 hours, with responsibilities and duties heaviest in the final weeks of July through the end of August. The Director will attend most of the Peace Camp Committee meetings between January and October in order to facilitate communication with the committee and give input to matters under consideration.

The Peace Camp Director is responsible for advertising, recruiting, interviewing and hiring all camp staff, including teachers, counselors, and counselors-in-training; working with the teachers to set the theme, curriculum and schedule for 2 weeks of camp; managing registration; family communication throughout the year and during camp; overseeing training and orientation of staff; and acting as a liaison between the Peace Camp Committee and the Peace Camp Staff with concerns, needs, or special requests. The Director will schedule guest speakers, determine and plan for service projects, and help coordinate volunteers, if necessary. The Director will review camper needs and work closely with families during the registration period to identify any challenges and assure the camp is equipped to make accommodations.

While Peace Camp is in session the Director will act as an observant and active participant across all areas of the camp as it is happening; interact with staff, campers, parents and camp visitors (e.g. press, outside speakers, etc.); keep track of staff hours for payroll, send payroll information to the appropriate person; and oversee clean-up/storage of materials at the end of each week, and at the end of Peace Camp. The Director will serve as a last minute substitution teacher or behavioral support for unique issues that arise.

After the conclusion of Peace Camp the Director will prepare a report on the Peace Camp, with attention to ideas that were particularly successful and areas needing improvement. The Director will work with the committee on a plan to address areas for improvement for the following year.

- Salary range: \$20-\$22 (based on experience)
- Requirements: PA Criminal and Child Abuse History Clearances & Federal Criminal History Report; Attend Camp August 4th - 8th and August 11th-15th (8:30am-3:30pm)
- Education background preferred

01-15-2025