

Camp Quality USA –Northwest Missouri

Executive Director

Part-time: flexible 15-20 hours per week

Must be available the entire week of camp (July 21-27, 2024) to reside and work at camp located in Excelsior Springs, MO. Attendance virtually or in-person at monthly Camp Organizing Committee (COC) meetings is required. This position allows for work from home flexibility; however, time will be needed cultivating business relationships in Northwest Missouri, Saint Joseph, and Kansas City communities.

Reporting: This position reports to the Regional Director and is a member of the Camp Organizing Committee.

Position Summary

The Executive Director is accountable for the overall management the programs held by Camp Quality Northwest Missouri. This responsibility includes ensuring Camp Quality policies and guidelines are followed, the health and safety of campers, volunteer management, and program development and oversight.

Primary Responsibilities

- Oversees the development and coordination of camp programs and activities for a safe, engaging, high quality experience. Collaborates with volunteers involved in the planning and implementation of Summer Camp and other programs.
- Works closely, cooperatively, and amicably with the COC members and ensures that each COC member has the information and training to carry out their responsibilities for Summer Camp and programs.
- Supports the solicitation of funds and supplies to meet the needs of the organization. This includes direct solicitation of individual, businesses and foundations as well as attending fundraising events.
- Actively solicits funds and supplies to meet the needs of the organization. This includes direct solicitation of individual, businesses and foundations as well as coordinating and attending fundraising events.
- Oversees the recruitment, training, and management of volunteers.
- Oversee camper and registration. Ensures the needed documentation is collected from campers and volunteers prior to camp or other activities.
- Responsible for communication with parents, guardians, and volunteers.
- Engaged in marketing and PR for the organization and keeping an active presence on social media.
- Assists the Healthcare Coordinator to ensure healthcare policies and best practices are followed and medical records are maintained to keep campers healthy and safe.
- Maintains a positive team atmosphere that includes campers, volunteers, and families.
- Keeps the Regional Director and COC informed and seeks advice and/or assistance when needed.
- Abides by and enforce all policies, rules, and guidelines of Camp Quality including those outlined in the Administrative Policies and COC Manual, Healthcare Manual, Accounting Manual, and Volunteer Training Manuals. Makes recommendations on policies and guidelines as needed.

- Address crisis management, discipline and troubleshooting issues related to campers and/or volunteers. Works with Regional Director and COC members in resolving issues.
- Ensures that all information and forms are submitted to Camp Quality USA in timely manner.
- Works within set budget and maintains fiscal records. Inventories camp resources and supplies. Assist in determining supply and equipment needs and in ordering/purchasing.
- Oversees the follow-through of any correspondence necessary related to camp functions and activities. Reviews contracts and forwards them to Regional Director for review and approval.
- At all times, the Executive Director should be focused on maintaining the integrity of Camp Quality.
- Builds relationships with other camps and National, exchanging ideas, sharing resources, and building support networks.
- Assess the overall program to see if there are any changes that need to be made for optimum functioning. Assists in the evaluation of camp by campers, volunteers, and parents.

Qualifications and Competencies:

- Must have experience in planning major events.
- Ability to work collaboratively and manage with others, specifically volunteers.
- Possesses good leadership abilities, management, and organizational skills.
- Youth development experience in a camp and/or outdoor setting.
- Experience working with diverse populations as well individuals with disabilities or illnesses preferred.
- Successful fundraising and marketing experience.
- Works well with minimal supervision and asks for assistance when needed.
- Manages conflict situations appropriately.
- Excellent social, communication, writing and computer skills.
- Patient, enthusiastic, self-controlled, flexible, and dependable.
- Well-developed sense of humor and team spirit.
- Current driver's license and ability to pass background check.

To apply, please send resume and cover letter to Kandi LaMar at kandi.lamar@campqualityusa.org